



PROJECT COORDINATOR

COMPETITION: #21106-50131929

STATUS:	Regular Full-Time (EXEMPT)
SECTION:	Professional Standard Section
HOURS OF WORK:	0630-1530 hours, 4 day compressed work week
SALARY:	VPD Pay Band 5 - \$31.41 to \$39.26 per hour
COMP. END DATE:	Friday, November 26, 2021

The Project Coordinator reports directly to the Inspector, is responsible for varying projects, professional documentation and reports, vetting and PSS file coordination. The duties are varied and demanding serving all PSS members, including the Investigative Team and the Alternate Resolution Team

Essential Duties

- Provides assistance to PSS supervisors on investigations, locates, collects, assesses, organizes and compiles a variety of source and background data in support of specific investigations and projects
- Prepares, creates and updates various PSS narrative and statistical analysis reports, on a regular basis and disseminates as appropriate
- Maintains knowledge of the Police Act in relation to PSS investigations
- Assists other Sections with PSS data requests as approved by the PSS Inspector
- Prepares a variety of professional documentation such as reports, information summaries, bulletins, maps and charts to identify trends, patterns and linkages in order to present findings
- Responsible for severing data for disclosure purposes of PSS reports then coordinating with the proper documentation, disclosure and uploading of the report
- Maintains and updates the Conclusion of Proceedings process for PSS files
- Maintains timelines pursuant to the Police Act for Police Act investigations
- Provides administrative assistance to the Inspector and Staff Sergeants
- Organizes procedures with the current Staff Sergeant, when the Inspector, Staff Sergeant and Investigators are no longer attached to the PSS file
- Point person for IPDMA related processes and related issues

- Other related duties and responsibilities as assigned

QUALIFICATIONS

Required

- Demonstrated ability to communicate effectively both verbally and written
- Demonstrated ability to establish and maintain effective working relationships in a team environment
- Demonstrated ability to perform detailed data searches and to assess and interpret data and identify correlations
- Knowledge of police practices and procedures
- Demonstrated ability to conduct detailed analysis of information, make determinations and written recommendations
- Strong interpersonal, organizational, and attention to detail skills
- Self-motivated with a demonstrated ability to work independently with little supervision
- Demonstrated ability to multi-task in a busy, dynamic environment with changing priorities, and reliably meet tight deadlines
- Extensive knowledge using Word, Excel, PowerPoint, Outlook, SAP and Adobe Acrobat Pro DC
- Proficiency in PRIME
- Ability to learn and retain knowledge of the Vancouver Police Department Information Sharing Policy and the B.C. FOIPPA and rules, regulations, practices and procedures governing the work performed.

EXPERIENCE:

Required:

- Minimum two years of related office experience

Preferred:

- Knowledge of human resource practices and applications
- Work experience in law enforcement
- Up-to-date training and knowledge of Word, Excel, PowerPoint, Access, Outlook and Adobe Acrobat Pro DC

EDUCATION:

Required:

- Minimum grade 12

Preferred:

- Certificate courses in an Administrative Management Program
- Courses in administrative and analytical training

OTHER REQUIREMENT(S):

- All employees must maintain their Enhanced Security Clearance while employed with the Vancouver Police Department. Enhanced Security Clearances will be renewed every five years.
- **Selection Process:**

Candidates will be required to take a written test. Candidates must obtain a minimum 70% passing mark to move forward to the interview. Marks will be based on a 60% test and 40% interview.

This position is Exempt from the Union.

Applicants should submit a resume and cover letter via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. **The competition number must be indicated in the subject line of the email.**

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