



PLANNING & POLICY ANALYST

COMPETITION: #23144- 50041001

SECTION: Planning, Research & Audit Section, Organizational Planning Unit
STATUS: Regular full-time
HOURS OF WORK: Monday to Thursday, 8:00 a.m. to 5:00 p.m.
SALARY: Pay Grade 28 - \$45.68 to \$53.97 per hour
COMPETITION END DATE: Thursday, November 23, 2023

Responsible for conducting complex short- and long-term research and analysis, in support of strategic and operational planning for the Vancouver Police Department. This includes data analysis, literature reviews, surveys, environmental scans, and strategic research projects. Work products are ultimately expected to be accurate (i.e. free from distortions), objective (i.e. fair and balanced), clear, concise, constructive, and complete. Great care, superior analytical skills, and excellent writing skills are essential to the position.

ESSENTIAL DUTIES

- Initiates and assists with major projects studying law enforcement, with a primary focus on operational and business risk exposures, as well as business analysis projects
- Assesses business practices, governance processes and internal controls, proposing improved business processes, policies, and standards
- Identifies and liaises with stakeholders, other units, and external police agencies in order to manage expectations, share information, data, lessons, and best practices
- Extracts and analyses data which is then summarized and presented in the form of actionable management information
- Prepares related reports and presentations in support of recommendations
- Supports Executive initiatives and assists other sections across the Department
- Leads and participates in larger research projects and provides guidance to internal and external stakeholders
- Exercises considerable independent judgement and action in planning and executing studies
- Supports the work conducted by the rest of the Planning, Research & Audit Section by providing background research and professional advice on specific VPD issues or areas
- Other related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Advanced writing skills, including an ability to write professional business correspondence and technical reports that combine both qualitative information and quantitative data
- Demonstrated ability to assemble and curate custom datasets that can be used to answer research questions, evaluate programs and policies, or otherwise reveal new data-driven insights
- Ability to summarize quantitative data effectively using charts, diagrams, and written explanations
- Ability to establish and maintain effective working relationships in a flexible team environment
- Advanced computer skills, including expert knowledge of and extensive experience with Microsoft Excel, Microsoft Word, and Microsoft Outlook, with functional knowledge of Microsoft PowerPoint
- Knowledge of the Police Records Information Management Environment (PRIME) system and Versadex RMS/CAD software
- Demonstrated ability to learn new software as required
- High degree of independent judgement and excellent critical thinking skills
- Ability to organize and prioritize tasks effectively while meeting deadlines and producing high-quality polished work products
- Ability to research and summarize information efficiently, concisely, and precisely



- Strong analytical skills, a solid knowledge of information management systems, and an excellent understanding of business processes
- Ability to develop extensive knowledge of Departmental and section practices, policies, rules, and regulations applicable to the work performed
- Ability to interpret, understand, and explain departmental practices and regulations

Preferred:

- Demonstrated ability to write SQL queries or use other programming languages
- Proficient with JUSTIN and SAP
- Experience extracting operational police data from PRIME, either through i2, Versadex, or SQL
- Experience extracting financial or HR data from SAP or WMS

EXPERIENCE

Required:

- Minimum two years' experience as a research, policy, or strategic planning analyst in either the public or private sector
- Data analysis experience using Excel, SPSS, R, or other statistical packages

Preferred:

- Previous experience working in the field of quality control, internal auditing, project management, policy development, or strategic planning within a law enforcement or public safety setting
- Experience working independently in a position where there is minimal day-to-day supervision and tasks are often self-initiated

EDUCATION

Required:

- Undergraduate degree in business, criminology, economics, sociology, psychology, geography, political science, history, applied sciences, or another field of study that requires equivalent writing and analytical skills, or an equivalent combination of education and work experience

Preferred:

- Post-graduate degree in business, criminology, economics, sociology, psychology, law or any other related field

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required
- All employees are required to participate in the annual mandatory High Stress Debrief Program.

Selection Process:

- Eligible candidates will be asked to complete a 90-minute written test. The use of a handheld calculator will be ALLOWED during the test. Only finalists who obtain a pass mark of 70% and above will be invited to the interview.
- Marks will be based on a 60% test and 40% interview.
- Interested candidates must submit an electronic copy of university transcripts.



NOTE: This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.

We thank all applicants, however, only those short-listed will be contacted.