

Position Identification

Position Title	Corporate Investigator		
Position Replaces	N/A		
Position Level	Employee	Position Code	1065
Pay Band	Exempt Band 4	Revision Date	May-25
Supervisor Title	Manager, Corporate Security and Emergency Management	Sup. Position Code	1084
Additional Requirement	CRC VSS	On-Call	
Exclusion Rationale	On File	Flexible Work Arrangement	Flexible Work
Division	Operations		

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services you can rely on

Department Summary

Safety, Security, and Emergency Management is responsible for the overall safety and security of BC Transit, including Corporate Security, Occupational Health & Safety, Safety Policy, Business Continuity and Emergency Management. The department has direct oversight of the Victoria Regional Transit System (VRTS) and oversees the regional delivery of these programs

The Corporate Security and Emergency Management team is responsible for BC Transit's corporate security programs to support a safe and secure provincial transit system.

Job Overview

Reporting to the Manager, Corporate Security and Emergency Management, the Corporate Investigator is responsible for conducting investigations into accidents, incidents, insurance claims, and alleged offences or misconduct involving BC Transit personnel or property. Investigations are carried out in accordance with applicable statutes, regulations, and organizational policies. The Corporate Investigator serves as the point of contact for all security-related incidents across the province, and actively builds and maintains relationships with law enforcement, government agencies, and operating partners to support the safety and security of BC Transit's provincial transit system.

Key Accountabilities and Expectations

Key Accountability	Expectation
Policy and Compliance	<ul style="list-style-type: none"> • Assist with maintaining investigation standards and procedures that align with Provincial and Federal legislation, supporting compliance with the Criminal Code and other relevant legislation • Investigates incidents through CCTV (cameras) evidence, ensuring chain of custody and evidence management • Prepares case files, conducts interviews, represents BC Transit in court and addresses bus accident to support safety improvements for Victoria Transit Operations and Regional Partners • Under the direction of the department manager, ensures that investigations in relation to offences and incidents committed on BC Transit property involving staff and or customers are conducted diligently • Supports BC Transit's Emergency Management Program, fulfilling legal obligations under the Emergency Program Act • Conducts security audits at all BC Transit-owned or leased sites and provides recommendations for improvement, while liaising directly with Operating Partner General Managers to ensure contractual security standards and on-road response protocols are maintained.
Innovation and Prevention	<ul style="list-style-type: none"> • Plays an integral investigative role in ensuring the integrity, safety, security and protection of BC Transit's customers, employees, facilities, vehicles, assets and the general public • Develops and enhances accident investigation methods and processes and supports the development and presentation of corporate accident prevention programs for Victoria Transit Operations and Regional Partners. • Prepare presentations, reports, position papers, workshops and training tools in support of the Security, Investigation and Emergency Management Programs • Prepares written findings for the Senior Leadership Team within BC Transit for any serious incidents that require 'Board' updates. • Supports the department manager in maintaining internal controls for managing evidence related to police reports on criminal allegations. Ensure the integrity of completed investigative reports and case files to mitigate legal risk and assist in providing evidence for criminal and civil proceedings as required.
Stakeholder Relations	<ul style="list-style-type: none"> • Provides specialized training to BC Transit and contracted Transit Supervisors and managers, throughout the province and ensures that standards are maintained. • Coordinates closely with law enforcement, ICBC, CVSE, and other regulatory bodies for evidence gathering, accident reenactments, and response to legal inquiries

	<ul style="list-style-type: none"> Partners with People & Culture to conduct internal investigations involving alleged criminal behavior and to perform workplace violence risk assessments using the WAR-21 structure
Additional Duties	<ul style="list-style-type: none"> Supports the department manager with the supervision of physical security of BC Transit's provincial assets by conducting site visits and responding to events Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> Post secondary degree in social sciences, administrative law or criminology or a related field
Experience	<ul style="list-style-type: none"> Three (3) years experience in compliance, enforcement or law enforcement roles, preferably with investigative experience within a government agency. Security qualification(s): Professional Certified Investigator (PCI) or Physical Security Professional (PSP) from ASIS International is an asset. Experience managing multiple investigations under high workloads, ideally within the transit industry; familiarity with unionized environments is an asset Knowledge of case file management, litigation processes, and serving as a court witness on safety and security matters. collaborative working relationships. Strong understanding of Enterprise Security Risk Management (ESRM) principles, as well as relevant Criminal Code and Charter of Rights legislation in BC An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> Ability to establish credibility and collaborate effectively with senior law enforcement and government officials Skilled in providing clear, concise, and confidential information on complex topics. Occupational Health and Safety: Applies industry-specific safety standards to ensure compliance Planning and Prioritization: Organizes tasks efficiently, setting priorities to manage multiple responsibilities Interpersonal Skills: Builds respectful relationships, showing empathy and professionalism Technical Knowledge & Adaptability: Stays current with industry trends and seeks continuous learning Initiative and Accountability: Takes ownership to proactively address challenges and deliver high-quality results

	<ul style="list-style-type: none"> • Collaboration: Works effectively with others to build partnerships and meet shared goals • Decision Making and Problem Solving: Analyzes information to make informed decisions and design effective solutions • Communication: Clearly conveys information to ensure all relevant parties are informed
Willingness Statement	<ul style="list-style-type: none"> • The position requires working a variety of shift schedules, including days, evening, nights, weekends and statutory holidays • The position demands a high degree of flexibility, as the incumbent may be required to work irregular or extended hours—particularly during emergencies, service disruptions, or special events - to ensure timely resolution and maintain operational continuity • Participation in an on-call rotation is required to provide after-hours support • Compensation for on-call time will be provided in accordance with company policies • Regular travel throughout the province is required • A valid Class 2 Driving Licence • Must be able to obtain and maintain: <ul style="list-style-type: none"> ○ Security Clearance to Level 2 (Secret Level) with Transport Canada ○ Special Provincial Constable Status (Not currently active) ○ License as security professional in the province of BC • Successful completion of the Investigation Skills and Enforcement Certificate program at the JIBC is required within two years if no prior law enforcement experience.