

## Job Description

Job Title: Senior Investigator

Job ID: 1044885

Location: Edmonton

Closing Date: October 14, 2017

## About Us

Edmonton - Elections Alberta's mandate is to administer open, fair and impartial elections by providing stakeholders with the necessary information and means to participate in the democratic process. We also provide support to election officers to ensure impartial service delivery and serve in an advisory and regulatory role to achieve compliance in electoral finance activities.

Elections Alberta is a non-partisan office of the Legislative Assembly.

## Role

Reporting to the Director, Election Finances, you will be responsible for conducting inquiries, reviews and investigations of any matter that may constitute a contravention of the Election Act (the Act), the Election Finances and Contributions Disclosure Act (EFCDA) and the Regulations as determined by the Chief Electoral Officer of Alberta (CEO). You will also be responsible for conducting periodic investigations and reviews of the financial affairs of registered political parties, registered constituency associations, candidates, leadership contestants, nomination contestants and third party advertisers for the purpose of ensuring and enforcing compliance with the legislation. Managing the outsourcing of work to contracted investigators and ensuring ongoing progress in investigations will also be part of your role.

## Qualifications

University graduation in a related field plus a minimum of four years of progressively related experience, including experience conducting investigations and applying and interpreting legislation. Formal coursework in conflict resolution, investigative and interviewing techniques would be an asset. Equivalencies will be considered.

## Salary

\$2,707.94 - \$3,549.74 Bi-Weekly (\$70,677.23 - \$92,648.21 annually)

## Notes

Final candidates will be asked to undergo pre-employment security check.

## How to Apply

Online applications are preferred. Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education and experience.

If you are unable to submit an electronic version of your resume, please submit your resume, quoting the job ID, to: Elections Alberta, Human Resources, suite 100, 11510 Kingsway NW, Edmonton, AB, T5G 2Y5 or fax: 780-422-2900

## Position Profile

Please see the attached position description for a detailed list of the job responsibilities:

<http://www.elections.ab.ca/wp-content/uploads/Elections-Alberta-Senior-Investigator-Job-Description.pdf>

## Closing Statement

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.