



Investigators

Occupational Family/Code – Inspection and Regulatory: RIN, RCP, RFO, RFU, RFV, RGF, RHA, RHI, RHR, RIS, RME, RPC, RRL, RSC, RSL

Profile created: 2000 02

Profile updated: 2006 11

Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
-----------------------	------------------------------	-----------	--------	------------------------

The investigator works as part of a team that provides enforcement and compliance of a variety of Acts and Regulations including that related to: livestock, fuel tax, maintenance, student loans, pesticides and / or chemicals throughout the Province of Saskatchewan. The Investigator is responsible for interviewing / interrogating clients to obtain relevant information for enforcement action. As well, the Investigator is responsible for influencing and convincing others to implement and / or ensure compliance with relevant legislation, policies and ministerial standards.

Depending on the position, you may be required to obtain a class 4 driver’s license, which would enable you to operate emergency vehicles. Further to this an investigator must be flexible, able to perform shift and on call work, as well as, conduct inspections under a variety of conditions.

You may be required to be on call and work shift work/flexible hours. You will also be required to travel and be away from home for extended periods of time. As well, there may be a requirement to perform moderate to heavy lifting (over 20 kgs) and work with hazardous materials.

You will be required to obtain special constable status/class 4 license and conduct road blocks in extreme weather conditions.



Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

Acts/Regulations/ Legislation

- Knowledge of applicable federal and provincial statutes/regulations, policies, programs and agreements. **(Bring/Learn)**
 - Knowledge of applicable enforcement, investigative and legal/court processes, procedures and documentation. **(Bring)**
-

Theories/Principles

- Knowledge of enforcement/investigative theories and principles. **(Bring)**
 - Knowledge of conflict resolution theories and principles. **(Bring/Learn)**
 - Knowledge of accounting/auditing principles. **(Bring)**
 - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring - Supervisor only/Learn)**
-

Technical

- Knowledge of ministerial organizational structure, policies, procedures and applicable administrative processes. **(Bring/Learn)**
 - Knowledge of law, law enforcement, court procedures, legal documents/processes and forensic auditing. **(Bring)**
 - Knowledge of industry/stakeholders/other ministries and agencies/ clients specifically related to your organization. **(Bring/Learn)**
 - Knowledge of human resource management practices. **(Bring/ Learn)**
 - Knowledge of applicable hardware and software applications. **(Bring/Learn)**
-



Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

Communication

- Ability to record/ provide/ draft/ present/ explain verbal/written/visual information at a level appropriate to the audience. **(Bring)**

Personal attributes which may link with this skill statement include: motivated, discreet, resourceful, thorough, empathetic...

- Ability to interview/interrogate clients to obtain relevant information for enforcement action. **(Bring)**

Personal attributes which may link with this skill statement include: perceptive, discreet, objective, confident, thorough, approachable, resourceful, empathetic...

Leadership

- Ability to lead/ guide/ coach/ train/ motivate co-workers and/or assigned staff/stakeholders to establish and maintain a cooperative and productive work environment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, approachable, resourceful, motivated, discreet, flexible...

- Ability to assess and select qualified individuals according to established standards. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, thorough, resourceful, perceptive...



- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination.

(Bring - Supervisor only/Learn)

Personal attributes which may link with this skill statement include: respectful, supportive, empathetic...

Problem Solving

- Ability to accurately reference, interpret and apply relevant acts/ regulations/policies/procedures/ programs to ensure compliance. **(Bring)**

Personal attributes which may link with this skill statement include: confident, thorough...

- Ability to recognize, assess, mediate and resolve conflict and/or stress-related situations involving clients/stakeholders/public. **(Bring)**

Personal attributes which may link with this skill statement include: resourceful, perceptive, intuitive...

- Ability to analyze trends/issues, identify and develop options and solutions, and make policy/regulation recommendations to meet departmental goals and client needs. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: thorough, resourceful, perceptive, flexible, intuitive...

Interpersonal

- Ability to mediate/ reach/ impose a solution with clients/ stakeholders/ public who may be angry/ frustrated/ confrontational/ hostile/ irate. **(Bring)**

Personal attributes which may link with this skill statement include: objective, confident, approachable, resourceful, perceptive, flexible, empathetic, intuitive...



- Ability to influence/ negotiate/ persuade/ advise/ convince others to implement and ensure compliance with relevant legislation/policies/ procedures/departmental standards. **(Bring)**

Personal attributes which may link with this skill statement include: approachable, resourceful, perceptive, motivated, intuitive, empathetic...

- Ability to liaise/interact with other individuals/agencies to obtain, exchange and/or confirm information and/or establish partnerships. **(Bring)**

Personal attributes which may link with this skill statement include: confident, approachable, resourceful, motivated, discreet, empathetic...

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring - Supervisor only/Learn)**

Personal attributes which may link with this skill statement include: welcoming, objective, understanding...

Team/Independence

- Ability to work independently, and as a contributing member of a team to establish and maintain positive working relationships and achieve common goals. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: objective, confident, thorough, motivated, reliable...

Organizational

- Ability to independently, or as part of a team, plan, organize and prioritize work activities taking into consideration deadlines, resource availability and program mandate. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: thorough, resourceful, motivated, flexible...



Analytical

- Ability to examine, interpret and appropriately apply applicable federal and provincial statutes/regulations, policies, programs and agreements to complex, controversial and/or ambiguous situations with disputed or limited facts. **(Bring)**

Personal attributes which may link with this skill statement include: objective, thorough, resourceful, perceptive, motivated, flexible, intuitive...

- Ability to recognize problems; collect, compile, identify, assess, analyze and verify records/ information/statements to conduct audits and/or investigations and/or respond to inquiries. **(Bring)**

Personal attributes which may link with this skill statement include: thorough, resourceful, motivated, discreet...

- Ability to systematically search and assess data/information to develop informational materials/reports and make decisions about violations pursuant to applicable legislation, policies and procedures. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: confident, thorough, resourceful, perceptive, intuitive...

Technical

- Ability to apply/gather/manage legal documents, processes, evidence in the context of an investigation/prosecution/legal action. **(Bring)**

Personal attributes which may link with this skill statement include: thorough, resourceful, discreet, reliable...

- Ability to operate a police vehicle/equipment in enforcement/emergency situations. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: reliable...



- Ability to accurately enter/update/edit/maintain/retrieve information AND/OR create and generate queries, reports and documents using a variety of hardware, software and electronic systems. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: thorough, resourceful...

Safety/Stress/Security

- Ability to recognize symptoms of stress in self and others and take steps to minimize its impact in order to ensure good health and well-being. **(Bring)**

Personal attributes which may link with this skill statement include: empathetic, intuitive...

- Ability to recognize and evaluate potential risks to personal/public safety and take steps to minimize and/or resolve these. **(Bring)**

Personal attributes which may link with this skill statement include: objective, resourceful, intuitive...

- Ability to reduce and/or manage (the effects of) stress in a non-threatening environment and potentially dangerous/threatening work environment. **(Bring/Learn)**

Personal attributes which may link with this skill statement include: thorough, objective, discreet...



Personal Attributes

(Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

Personal attributes for Investigators include:

To Be...

- objective
- confident
- thorough
- approachable
- respectful
- open-minded
- equitable
- resourceful
- perceptive
- motivated
- discreet
- welcoming
- accommodate individual differences
- reliable
- flexible
- empathetic
- intuitive
- supportive
- understanding

[Back to top](#)