



Coordinator – BC Witness Security Unit (BCWSU)

Contract

BC Witness Security Unit (BCWSU) - Green Timbers Location

Working within the Combined Forces Special Enforcement Unit - BC (CFSEU-BC), British Columbia's integrated anti-gang police agency, the Organized Crime Agency of BC (OCABC) is recruiting a hard-working, self-motivated candidate to provide overall financial, administrative and disclosure support to the BCWSU to ensure specialized Witness Security policies are adhered to.

Reporting to the BCWSU Inspector, this position will be responsible for:

- Coordinating funding applications to external partner agencies and overseeing the utilization of funds on program operations
- Planning, administering and interpreting financial data, as well as ensuring financial accuracy through review and reconciliation
- Managing the distribution of RO580 expenditures
- Assisting the Line Officer with establishing and maintaining effective and efficient relationships with partner agencies across the province and country
- Overseeing the facilitation of external training opportunities for BCWSU members
- Coordinating and organizing disclosure materials to the Department of Justice, ensuring that all legal aspects are considered from a covert perspective for witness security
- Coordinating the new and departing employee process, including orientation, training, and distributing IT and operational equipment.
- Liaising and working in cooperation with Crown prosecutors (PPSC, DOJ and AG of BC) and other law enforcement agencies
- Advising the Line Officer on the development and implementation of policy on program operations, integrating the *B.C. Witness Security Act* and other related legislation
- Developing and maintaining key program performance measures, ensuring data collection remains accurate and relevant to program goals, and oversee dataflow between BCWSU and external partners
- Assisting the Court Coordination Unit, as required, including conducting court checks on JUSTIN, operating communication posts at B.C. courthouses, and liaising with BC Sheriffs
- Participating in the daily operations of the BCWSU section, and managing the administrative work for the unit, allocating tasks to the Finance Administrator, as required
- Preparing reports, business cases, and funding applications to enhance and promote program operations
- Managing a comprehensive internal database for BCWSU, ensuring accurate data collection and providing statistical analysis as required on file trends and demographics to Line Officer and provincial government.



- Developing SOP's that fit within Legislative requirements and presenting to the Line Officer for review. Overseeing implementation to the team.
- Developing and maintaining the filing system including disposing, archiving and retrieving files
- Assisting the Line Officer with scheduling, travel arrangements, meetings and other administrative duties, as required

We are looking for a strong team player with a great attitude, and the following qualifications:

- Completion of a two-year diploma or certificate in Business Administration, or related field. An equivalent combination of education and experience will be considered.
- Minimum 4-6 years of relevant experience, preferably in a first responder environment
- Experience with various police databases such as PRIME would be an asset
- Experience/involvement in major criminal investigations
- Experience in handling, analyzing and extracting pertinent and protective and sensitive information
- Experience writing reports for and providing assistance to Senior Management would be an asset
- Understanding and familiarity with the concept and requirements of the Reports to Crown Counsel
- Understanding of complex investigations involving Disclosure and liaising with the Department of Justice
- Strong understanding of accounting
- Excellent written and verbal communication skills
- Solid organizational skills with particular emphasis on attention to detail
- Intermediate knowledge of Microsoft Word, Excel, Outlook and Adobe
- Excellent interpersonal and teamwork skills with the ability to work with minimal supervision
- Experience in RO580 funds management and financial processes is an asset
- Ability to work in a confidential and demanding work environment
- Ability to handle being exposed to graphic and sensitive information at times
- Ability to obtain and maintain a RCMP security clearance. Candidates with an active RCMP clearance would be an asset.

Annual Salary: \$80,964.00 - \$84,181.50 - \$87,399.00 - \$90,597.00 - \$93,814.50

This is a civilian unionized position with CUPE 718, working as and when required up to 37.5 hours per week. Rates negotiated in the new collective agreement with CUPE 718 will be applied to the current annual salary effective April 1, 2025.

This position requires in-office attendance.



Combined Forces Special
Enforcement Unit of British Columbia

Leading the Fight Against Gangs and Organized Crime in BC

Organized Crime
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A pool of candidates may be established to staff additional positions in the future.

Posting closes on May 9, 2025. Qualified candidates please submit a cover letter and resume to: hr@cfseu.bc.ca on or before the closing date.

The candidate's cover letter and resume (maximum 2 pages and 4, respectively) should demonstrate their knowledge and experience, as it pertains to the qualification criteria listed for this position. Candidates will be evaluated based on their cover letter, resume, references and interview which may include testing.

The OCABC is an equal opportunity employer, we embrace diversity and encourage applications from all individuals.