



New Westminster Police Department

JOB POSTING Background Investigator Contract

We are looking for individuals with excellent investigative and critical-thinking skills, who love working with the details and enjoy conducting interviews.

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

What to consider before applying

This is a contract position with the ability and flexibility to work on an as-needed basis. Furthermore, the required work is typically based on three peak periods annually: March/April, June/July, and October/November.

What your key role will be

As a NWPD Background Investigator, you will contribute to our continued success by helping us find the best candidates, and verify information. In addition to this, your role includes, but is not limited to:

Risk Management: You have the ability to effectively assess risk and foresee challenges to the organization in relation to an applicant's suitability for hire.

Attention to Detail: You'll have the ability to thoroughly review and analyze information to identify inconsistencies, omissions, or concerns in relation to candidate suitability.

Communication: You'll have strong communication and active listening skills. You'll have the ability to write detailed reports, effectively interview individuals, gather information, and present findings in a clear manner.

Confidentiality: You'll navigate your role while exercising considerable confidentiality, tact, and diplomacy. You'll have a keen sense and awareness of the rules and procedures with respect to the handling of confidential information.

Decision Making: You'll have strong decision-making skills with the ability to assess complex information and situations often under time constraints.

Team Player: You'll genuinely enjoy engaging with people and being part of the Recruiting team. You'll build positive connections with a diverse group of people, and strengthen the NWPD's reputation as a professional employer.

Time Management: You'll manage your time, prioritize tasks, meet deadlines, and handle multiple responsibilities efficiently.



What you bring to this role

You will have experience and success *in many* of the following areas:

- You have a minimum of 5 ye experience doing investigative and/or background investigative work in a policing environment
- You have experience in the recruitment of police officers or public safety professionals
- You have top-notch time management and organizational skills
- You are motivated, compassionate, and empathetic with a genuine desire to help others
- You support and promote a diverse, inclusive, and healthy workplace
- You have thorough knowledge of police department units, functions, and roles
- You have experience with Police Records Information Management Environment (PRIME), the Canadian Police Information Centre (CPIC), and Justice Information System (JUSTIN)
- You have the ability and confidence to navigate technology and different application systems
- You have knowledge of the law, including the Criminal Code of Canada and Provincial Statutes
- You are able to obtain and maintain a security clearance of Reliability Status and hold a valid BC Driver's License

What we can offer you

- Challenging and exciting contract work
- Competitive wage
- Flexible schedule with the ability to customize your own hours
- Centrally located in the lower mainland of British Columbia
- One block away from Columbia Skytrain Station
- Free staff parking

What we'll accomplish together

As a Background Investigator with the New Westminister Police Department, you will be a key partner in our extensive recruitment process, helping us find the best candidates, and verifying information to protect our organization's reputation and our people. This role brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NWPD family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

Job Title: Background Investigator

Employment Status: Contract

Application Deadline: Open Until Filled

Number of Positions: To Be Determined

Union: Not Applicable



New Westminister Police Department

JOB POSTING Background Investigator Contract

Department: Recruiting and Human Resources

Salary: \$58.45 per hour (First Class Constable Rate) plus mileage

Hours of Work: This position is based on operational needs. Peak times are March/April, June/July, and October/November.

Career Centre: <https://nwpd.bamboohr.com/careers>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to the diversity of our workforce, are encouraged to express their interest. New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.