

MANAGER, INVESTIGATIONS

Organization:

Ministry of Finance

Division:

Tax Compliance and Benefits Division, Compliance Branch - Investigations

City:

Hamilton

Job Term:

1 Permanent

Job Code:

AFA21 - Financial Administration AM-21

Salary:

\$81,638.00 - \$106,655.00 Per Year

Understanding the job ad - definitions

Posting Status:

Open

Job ID:

108360



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Do you have knowledge of investigative techniques? Are you adept in project management and have strong relationship management skills? If so, consider this exciting opportunity with the Compliance Branch to lead investigations under statutes administered by the Ministry of Finance (MoF).

What can I expect to do in this role?

You will:

- lead a team of investigators by assigning workload and evaluating staff performance;
- provide technical leadership and expertise to staff engaged in investigations and seizures of contraband tobacco;
- review and approve internal documents, crown briefs and draft charges;
- oversee the execution of search warrants, laying of charges and court appearances;
- lead and establish effective networks and build relationships with agencies, senior managers and other enforcement jurisdictions;
- recommend changes to policies, procedures or legislation based on emerging trends.

How do I qualify?

Leadership Skills:

- You have strong leadership skills to manage, direct and provide guidance to investigative staff.
- You can inspire a team to deliver on workload requirements.
- You have knowledge of human resources management practices to maintain staff management and employee relation issues in accordance with collective agreements and organizational policies.
- You are a leader who promotes and demonstrates a commitment to diversity, accessibility and inclusion.

Relationship Management and Communication Skills:

- You have effective relationship management skills to interact with all levels of management staff within the division, other ministries and enforcement jurisdictions.
- You have well-developed communication skills to negotiate contentious matters, resolve issues and work collaboratively on joint projects in a highly sophisticated and specialized environment.

- You have demonstrated good judgment, political acuity and organizational awareness in managing issues.

Analytical and Project Management Skills:

- You have excellent analytical skills to address operational issues and changes in investigative projects and to recommend changes to policies, procedures or legislation.
- You have strong project management skills to lead the development, planning and management of special projects.

Technical Knowledge:

- You have extensive knowledge of investigative techniques, judicial process, and court procedures to provide technical guidance to a team of investigators.
- You are familiar with related case law, reports and legislation administered by MoF (such as, the Tobacco Tax Act, Provincial Offences Act, Ontario and Canada Evidence Act, Charter of Rights and Criminal Code of Canada, etc.).
- You have sound knowledge of accounting theory, practices, policies, procedures and audit standards normally acquired through successful completion of an accounting designation (CGA, CMA, CA) or a recognized university degree/community college diploma plus or including courses in Introductory Financial Accounting, Intermediate Financial Accounting and Auditing or equivalent work experience.

Additional Information:

Address:

- 1 Permanent, 119 King St W, Hamilton, West Region, Enhanced - Special Constable Screening Requirement

Compensation Group:

Management Compensation Plan
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Schedule:

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Category:

Finance and Economics

Posted on:

Monday, May 29, 2017

Note:

- In accordance with the Ontario Public Service Employment Screening Checks Policy, the top candidate(s) may be required to undergo a security screening check. Please refer to the Additional Information / Address section above to determine the screening checks that are required for this position.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), HR Service Delivery Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional screening checks as indicated in the Additional Information / Address section above that were not obtained directly by you. (Note: If a Vulnerable Sector Screening/Check is required, it must also be obtained in person at your local police service.)

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Screening check records will be maintained by the TSO and kept strictly confidential.

- C-FN-108360/17

Please note that this position is under review as part of the Management Job Evaluation Plan (MJEP) Project. MJEP is a new job evaluation system for manager and non-bargaining specialist positions in the Ontario Public Service.

Implementation of the new system may impact the classification and salary range for this position. Employees will be notified of any impact prior to implementation.

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

Remember: The deadline to apply is **Monday, June 12, 2017 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the [Ontario Human Rights Code](#).