A P E G S

Association of Professional Engineers & Geoscientists of Saskatchewan

INVESTIGATOR

Division	Regulatory
Department	Compliance, Investigations and Enforcement (CIE)
Job Summary	Reporting to the Director, Compliance and Professional Conduct, the Investigator leads investigations related to compliance and enforcement issues under *The Engineering and Geoscience Professions Act, 1997* (the Act), bylaws and policies. They investigate complaints against APEGS members and certificate holders alleging professional misconduct or incompetence. They also investigate enforcement issues related to title misuse and unlicensed practice against non-members. The role provides expert advice and support to the Investigation Committee, the decision-making body for complaints, and offers guidance to members of the public engaged in the complaint process.

Key Accountabilities and Duties

- Lead investigations into alleged professional misconduct, professional incompetence, and compliance issues of members; and unlicensed practice and title misuse enforcement issues with non-members.
- Conduct internal and external investigations into alleged violations of APEGS legislation, bylaws, and code of ethics.
- Conduct interviews with complainants, respondents, and witnesses using structured, trauma-informed techniques.
- Analyze legislation, regulations, policies, case law and legal frameworks relevant to investigations.
- Prepare comprehensive written reports and case summaries suitable for regulatory and disciplinary proceedings.
- Collaborate with legal counsel and other regulatory staff as needed.
- Assist with preparation for enforcement or discipline hearings.
- Collect and manage evidence using investigative tools and on-site visits as required, including working knowledge of using intelligence tools to support investigative processes.
- Maintain accurate records and uphold confidentiality and procedural fairness.
- Attend on-premises sites or locations integral to the investigation to collect the required information and evidence needed.
- Respond to inquiries and communications from complainants, respondents, witnesses, and other stakeholders throughout the investigation process.

- Where appropriate, mediate resolutions or support complainants in the voluntary withdrawal of complaints.
- Apply judgement and discretion in determining when and where to seek expert advice or direction when investigating complex issues.
- Present evidence clearly, both verbally and in writing, including documenting potential breaches of the Act.
- Draft formal documents such as agreed statements of fact and voluntary undertakings. Collaborate with legal counsel on matters involving interim suspensions. Recommend referrals to the Discipline Committee or case closure based on evidence.
- Attend committee meetings when requested as a subject-matter expert.
- Demonstrate tactful leadership, communication, and judgment in handling sensitive situations.

Qualifications

- Minimum of 3–5 years of investigative experience (law firm, legal department, law enforcement, regulatory body, or equivalent).
- Experience in relevant disciplines such as law, criminology, or business administration is an asset.
- Experience conducting complex investigations and making evidence-based recommendations with impartiality, discretion, and procedural fairness.
- Experience supporting Boards or Committees in regulatory processes is an asset.
- Experience in professional self-regulated environments: familiarity with Saskatchewan legislation, or training in administrative law, regulatory enforcement, compliance and investigations as it relates to regulation of professions is an asset.

Knowledge, Skills & Abilities

- Strong understanding of legislation, regulations, case law, principles of natural justice and procedural fairness, and trauma-informed investigation techniques.
- Skilled in investigative techniques, evidence gathering, interviewing, note-taking, and reporting.
- Ability to analyze complex evidence and make logical recommendations.
- Attention to detail is imperative.
- Advanced report writing and research skills, with a strong command of the English language.
- Excellent communication skills, including an ability to actively listen, empathize, and engage with diverse stakeholders.
- Proficient with technology, including the use of video conferencing platforms for conducting remote interviews and managing case files electronically.
- Proven conflict resolution and mediation abilities.
- Proven ability to provide testimony at hearings.
- Independent, organized, with a demonstrated ability to lead investigations with minimal supervision.
- Knowledge of best practices in regulatory investigations.
- Demonstrated project management skills and knowledge required to successfully manage complex files. A working knowledge of major case management principles is an asset.