



Saanich Police Department

EXEMPT JOB DESCRIPTION

Position Title:	Strategic Research Analyst	PERPA
Division:	Professional Standards	
Reports to:	OIC Professional Standards	
Date Created:	2/29/2016	Date Revised: 2/17/2026

Position Summary

Under the direction of the Officer in Charge of the Professional Standards Office this position provides analytic support to the Department. The role has the primary responsibility of developing and implementing research projects including data collection protocols and analysis, conducting audits, and researching best practices in public safety to inform policies and procedures. The position also leads strategic planning and provides methodological and analytic support to initiatives that inform strategic priorities.

The position requires a high level of confidentiality, good judgement, and an understanding of strategic priorities. The Strategic Research Analyst is expected to contribute to the delivery of effective, efficient, and economical police services by providing the Saanich Police with quality information to inform decision making at a high level.

Key Duties and Responsibilities

- Identifies and initiates research into emerging issues in policing and public safety, evaluates and monitors programs and initiatives, performs environmental scans and benchmarking, and is responsible for developing associated research methodologies, data collection tools for internal and external use.
- Provides research support to other sections across the department and to the Executive on an extensive range of topics, including technical expertise to other units with respect to program evaluation, research methodology, and data collection approaches.
- Provides management with informed advice and recommendations based on research and evidence-based practices regarding operational planning, departmental operations, risk management, governance, and strategic planning; presents these findings both orally and in writing to internal and external audiences as required.
- Identifies and analyzes risks and issues, including conducting quality assurance reviews and audits and provides advice, interpretation and recommendations to senior leaders related to policy, regulations, administration, policing and governance issues for improvement/increased compliance.
- Formulates and contributes content to the development and execution of Saanich Police's strategic plans, and aides with the reporting out the Saanich Police's Annual Work Plan and the District of Saanich's strategic plan.
- Develops/maintains a network of contacts with other police services and governmental bodies.
- Reviews and verifies the value and accuracy of information.
- Performs additional duties, as required.

Qualifications

Required:

- Master's degree in the social sciences or a relevant program of study with an emphasis on applied research, reasoning and analysis skills, or equivalent experiences.
- Three years' experience in conducting applied research and data analysis.
- Intermediate skills in all Microsoft Office applications and internet search techniques.
- Thorough knowledge of quantitative and qualitative research methodologies and techniques.
- Working knowledge of statistical analysis and database software.
- Superior written and verbal communication skills, including a demonstrated ability to write reports in a concise manner for ease of understanding for a varied audience.
- Ability to deal appropriately with confidential, legal, and sensitive information.
- Critical thinking, analytical, and problem-solving skills.
- Demonstrated ability to work effectively and independently with little supervision, as well as in a team.
- Ability to handle multiple tasks simultaneously, to take initiative and to adjust priorities.
- Ability to maintain effective working relationships with a variety of internal and external contacts.
- Strives to improve the status quo, seeks ways to improve processes and is not afraid to take well calculated risks.
- An equivalent combination of education and experience may be considered.

Preferred:

- Experience working in a criminal justice environment, particularly if related to policing.
- Advanced user of Excel.
- Experience using databases such as PRIME, or other police software systems.

Required Standards

- Maintain strict adherence to privacy and confidentiality requirements.
- Must pass/maintain the required police enhanced reliability security clearance check including polygraph.