



The Greater Sudbury Police Service is centrally located in Northeastern Ontario serving the City of Greater Sudbury (CGS). With a unique blend of urban, suburban, rural, and wilderness environments, Greater Sudbury is Ontario's largest municipality by geographic area and the second largest in Canada. Greater Sudbury spans more than 3,350 square kilometres and includes 333 lakes, serving a population of over 179,000 residents. CGS was formed in 2001 through the amalgamation of seven municipalities, creating a diverse and expansive community.

With an annual budget of just under \$100 million, the Greater Sudbury Police Service (GSPS) delivers a broad range of operational and administrative services. Community safety and well being are achieved through collaboration. GSPS works closely with community partners to address the root causes of crime and victimization, with a focus on vulnerable populations, including children, youth, and at-risk adults. Through a human-centred approach, the Service addresses complex social challenges such as mental health, addiction, homelessness, intimate partner violence, and impaired driving—working collectively toward a safer, healthier community for all.

Governed by the Greater Sudbury Police Service Board and led by Chief of Police Sara Cunningham, GSPS employs more than 500 sworn officers, police professionals and volunteers. GSPS is a people-centred organization that recognizes its members as its greatest asset. The Service is deeply committed to policing with excellence by delivering fair, equitable, and culturally responsive policing that respects the human rights and dignity of all individuals.

The Director of Corporate Services (Director) is a senior executive leadership position within the Greater Sudbury Police Service (GSPS). As a member of the Executive Team, the Director provides strategic administrative leadership across key corporate functions that support effective policing and accountability. The Director plays a vital role in ensuring the GSPS operates with strong fiscal stewardship as a resilient and supported workplace with sound risk management. By aligning corporate services with operational priorities and strategic objectives, this role enables key policing functions to be delivered effectively while ensuring compliance, accountability, and long-term organizational sustainability.

Reporting directly to the Chief of Police, the Director oversees Finance including payroll, operating budgets and capital asset management, Fleet, Facilities, and

Human Resources. Additional key areas of responsibility include Labour Relations, Strategic Planning, Policy and Procedure compliance, and liability and risk functions. These responsibilities are carried out pursuant to the Mission, Vision, and Values of GSPS and in accordance with relevant legislation, regulations, policies, and procedures.

The Board offers a competitive executive salary ranging from \$194,750 to \$215,250, along with a comprehensive benefits package, including OMERS pension, health and wellness benefits, and paid leave entitlements. The position is governed by an individual contract of employment with the Greater Sudbury Police Service Board in accordance with Section 220 of the *Community Safety and Policing Act, 2019*. Meeting the statutory requirements for exclusion, the individual who occupies this role will not be covered by the collective agreement between the Board and the Association for any purpose. The position is under the authority and direction of the Chief of Police.


The Greater Sudbury Police Service Board is committed to providing a supportive and inclusive work environment. Accommodations are available throughout the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. Candidates requiring accommodation are encouraged to notify Human Resources in advance at [gspgs.hr@gspgs.ca](mailto:gspgs.hr@gspgs.ca).

The Board uses a variety of tools to screen applications based on job-related criteria outlined in the posting. Candidate assessment may also include interviews, skills evaluations, assignments, testing, psychometric assessments, and reference checks. Final hiring decisions are made by the Chief of Police and the Police Service Board. The Board is an equal opportunity employer that aims to reflect equity, diversity, and inclusion with a commitment to fairness and equity in our recruiting and selection activities.

Applicants under consideration will be subject to a comprehensive background investigation, including criminal record checks, reference checks, and verification of education and employment history. The successful candidate must meet police security clearance requirements and maintain strict confidentiality. Further background information on GSPS may be found at [www.gspgs.ca](http://www.gspgs.ca).

To be considered for this opportunity, please [submit your cover letter and resume](#) no later than **Tuesday, May 19, 2026 at 8:00 a.m.**

The Board thanks all applicants. Only those selected to advance through the recruitment process will be contacted.

		<b>GREATER SUDBURY POLICE SERVICE POSITION DESCRIPTION</b>
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<b>POSITION TITLE</b>	Director of Corporate Services	<b>STATUS</b>	Full-Time
<b>DIVISION</b>	Administration	<b>RANK</b>	Police Professional
<b>REPORTS TO</b>	Chief of Police	<b>LOCATION</b>	HQ - 190 Brady Street
<b>HOURS OF WORK</b>	40hrs/week – Monday to Friday (some weekends and evenings may be required); occasional out-of-town travel	<b>VERSION &amp; POSTING DATE</b>	22 April 2026
<b>SALARY RANGE</b>	\$194,750 to \$215,250.		
<b>CLOSING DATE</b>	19 May 2026		

## POSITION SUMMARY

The Director of Corporate Services provides executive leadership and oversight of the Finance Division including Budget and Capital Asset Management, Fleet, Facilities, Payroll, and Procurement, as well as the Human Resources Division, encompassing Equity, Diversity and Inclusion, Recruitment and Retention, Health & Safety and Abilities, and Member Wellness. The role also oversees organizational risk and liability management through policies and procedures and manages labour relations activities, civil litigation, and strategic planning initiatives.

Reporting to the Chief of Police, the Director ensures corporate services are delivered efficiently, responsibly, and in alignment with GSPS strategic objectives, legislative obligations, and fiscal accountability. As a key member of the Executive Team, the Director supports organizational performance, internal culture, and long-term sustainability.

## FUNCTIONAL DUTIES - SPECIFIC TASKS & RESPONSIBILITIES

- Provides executive leadership to the Finance Division including preparation and oversight of annual and multi-year operating and capital budgeting process which includes capital asset management.
- Provides strategic advice supporting the Greater Sudbury Police Service in achieving its financial obligations, goals, and objectives which will include overseeing and ensuring strong financial controllership, sound financial procedures/processes, procurement, financial forecasting, asset management, financial reporting, cost containment, cost savings and effective financial solutions.
- Works directly with funding officials in relation to financial reporting and reviews.
- Provides sound advice to the Chief and serves as the primary liaison to the Board on all financial matters.
- Ensures governance reporting obligations are fulfilled with the Police Service Board.
- Prepares briefing notes in areas of responsibility that provide for an analysis of issues and makes recommendations.
- Provides leadership and ensures sound human resources practices and systems are in place to support members and maintain and sustain staffing levels.
- Oversees all areas of Human Resources including recruiting for sworn and police professionals, performance management, employee relations, and health and wellness.
- Ensures compliance with Pay Equity and job evaluation requirements to ensure fair and equitable compensation systems
- Contributes to the strategic vision, policies, and compliance framework for organizational safety, environmental, and health matters
- Participates on committees within areas of responsibilities both internally and externally.
- Contributes to talent management and developmental initiatives
- Ensure sound human resources strategies and practices are in place to support business operations.
- Ensures oversight of legislative compliance in areas of responsibility.
- Prepares memorandums on behalf of the Chief for release to all staff.
- Inspires others, promotes an environment of inclusivity, values continuous learning, and encourages development.
- Represents the Service under the direction of the Chief.
- Ensures business agreements are thoroughly reviewed and effectively administered in accordance with required terms.
- Manages significant organizational projects and procurements making decisions on diverse topics and ensuring key administrative linkages are aligned with the strategic and operational processes.

- Serves as the Service lead through active participation in collective bargaining ensuring compliance with applicable laws, regulations, rules, standards, and collective agreements through respect, collaboration, and cooperation.
- Manages direct reports through regular contact, delegation, and direct supervision including performance management.
- Acts as the primary labour relations contact through the Chief's Office.
- Oversees the Service fleet of all vehicles including the procurement, maintenance schedules, equipment, safety, and operation to ensure efficiency, compliance, and cost effectiveness.
- Oversees facilities and administrative infrastructure including capital planning and appropriate resourcing in support of effective service delivery.
- Ensures compliance with existing and forthcoming legislation to determine impacts on GSPS.
- Oversees risk management, in particular civil litigation.
- Provides leadership and oversight of strategic initiatives.
- Contributes to the Strategic Planning process including planning, implementing, ongoing monitoring, updating, and reporting to ensure targets are achieved through innovative strategies and initiatives.
- Promotes a positive, respectful, inclusive, and diverse workplace with a strong commitment to member wellness, equity, diversity, and inclusion.
- Demonstrates a solid commitment to GSPS mission, vision, and values that fosters a culture of respect, equity, empowerment and appreciation, and member health.
- Represents GSPS by leading and/or participating on corporate and special projects, task forces, forums, committees or working groups both within and outside GSPS.
- Focuses on quality improvement through ongoing monitoring and implementation of initiatives and remedies to provide high quality corporate services supported by data analytics.
- Provides recommendations and advice to the Chief of Police, Police Service Board, and Senior Leadership Team (SLT) flowing from areas of responsibility.
- Contributes to the safeguarding of the GSPS fiscal and physical assets, including planning for business continuity processes in preparation for and in response to a variety of actual and potential crises.
- Maintains open dialogue and works collaboratively with a wide range of contacts internally and externally, including but not limited to, police partners; Municipal, Provincial, and Federal government stakeholders; and business counterparts.
- All other duties as assigned.

## QUALIFICATIONS – EDUCATION, KNOWLEDGE, & EXPERIENCE

- Bachelor's Degree in Business Administration, Public Administration, or a related field.
- A minimum of 10 years of progressive experience in administrative leadership, with at least 5 years in a senior executive role, ideally within a policing, public sector, or similarly regulated environment. Demonstrated expertise in strategic planning, technology, fiscal management, collective bargaining, human resources, risk oversight, and performance improvement.
- A high degree of integrity, adaptability, and commitment to transparency and accountability.
- Excellent knowledge of Generally Accepted Accounting Practices, accounting theories, financial reporting, monitoring, variance analysis and forecasting, and internal control systems.
- Demonstrated experience in managing capital and operating budgets, and financial controllership.
- Ability to interpret and present complex information & data.
- Knowledge, understanding and prior experience in human resource and collective agreement administration, including but not limited to, grievance resolution.
- Proven experience leading successful corporate change through leadership and engagement to meet organizational goals.
- A commitment to the principles of Equity, Diversity, and Inclusion
- Knowledge of and proven capacity to apply legislation such as the *Community Safety and Policing Act* (formerly *Police Services Act*), *Employment Standards Act*, *Municipal Act*, *Occupational Health and Safety Act*, *Freedom of Information and Protection of Privacy Act*, and other applicable legislation, governing authorities, privacy laws, collective agreements, legal agreements, internal procedures, and relevant standards.
- Possess a solid understanding and experience in championing employee health, safety, and wellness with a focus on mental wellness.
- Class G Driver's License with full driving privileges.

## PREFERRED ASSETS

- A post-graduate degree or professional designation, such as an MBA, MPA, CHRP, CA, CPA, or CFA
- Participation in, or completion of, the Certified Municipal Manager (CMM) program or equivalent.
- Prior knowledge of policing and/or the public sector environment.
- Post-graduate training in leadership; public or business administration.
- Understanding of Boards, Board Governance and Municipal Government.

## KNOWLEDGE, SKILLS, & ABILITIES:

- Strong financial and business management skills including ability to model financial data, plan and forecast spending, prepare financial reports, and effectively respond to unforeseen circumstances.
- Demonstrated skill working positively and proactively with labour issues, governing bodies, government (Local, Provincial, Federal), community partners, and other relevant stakeholders.
- Able to manage multiple priorities in a complex, dynamic corporate environment.
- Equipped with highly analytical, strategic thinking abilities with strong capacity to communicate financial reports and budgets to senior leadership.
- Strong analytical skills ensuring accuracy with large volume and diversity of work including preparation of statistical reports.
- Demonstrated ability to manage multi-faceted human resources issues including complex WSIB files at the executive level.
- Demonstrated ability to think strategically to promote service excellence and ability to manage risk.
- Superior skills in strategic thinking, mobilizing innovative technology, performance management, and risk prevention.
- Strong capacity to build effective high-performing teams that ensure senior level accountability and talent development.
- Strong understanding of the strategic planning process with proven strategic results-oriented accountability through monitoring and evaluating organizational performance, productivity, and outcomes.
- Capable of evidence-based decision-making and problem solving through well-developed critical thinking and judgement skills.
- Able to manage a demanding workload with multiple competing priorities, assignments, and pressures to meet deadlines based on urgency and importance.
- Demonstrated work experience ensuring integrity and confidentiality are maintained.
- A strong command, understanding, and/or experience with large and complex issues at the executive level with a demonstrated ability to respond to sensitive, high-profile issues in a timely and responsible manner.
- Demonstrated ability to identify, formulate, articulate, and implement strategic and operational improvements aligned with the organization's mission, vision, and values to further the advancement of the Greater Sudbury Police Service proven political acuity in a highly dynamic organization.
- Superior strategic communication, consultative, and relationship-building skills, with demonstrated experience in managing partnerships with internal and external stakeholders.
- Demonstrated ability to impact, lead, and influence others at all levels to achieve desired outcomes.

- Strong analytical abilities with complex data sets, particularly financial and human resources.
- Able to mediate conflict through a variety of resolution approaches including the use of third parties or experts.
- Demonstrated ability to analyze large volumes of data making recommendations on findings.
- Proactively identifies and participates in ongoing professional development that aligns with job responsibilities.
- Strategic, ethical, and collaborative leader with a passion for public service and operational excellence.
- Results-oriented and proactive leadership approach with demonstrated success in managing complex administrative portfolios.
- A strong understanding of governance frameworks which allows for effective working with executive teams and oversight boards. Excellent interpersonal and communication skills to build meaningful relationships with diverse stakeholders, including elected officials, community partners, and internal teams.
- A proven track record of driving innovation, building high-performing teams, and leading change in complex and dynamic environments.
- Able to meet testing requirements for the position

**Note:** The above position description outlines the principal functions of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in this job.

*The Greater Sudbury Police Service is committed to providing a supportive work environment. There are policies and practices in place for accommodating members with disabilities. Should you require a specific accommodation during your employment, please advise the Human Resources Division.*