



## **GREATER SUDBURY POLICE SERVICES BOARD BOARD ADMINISTRATOR**

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The Greater Sudbury Police Services Board is a five member Board dedicated to working with the Chief of Police to determine overall objectives and priorities for the provision of adequate and effective police services across the City of Greater Sudbury. The Board is responsible for establishing policies for the effective management of the Greater Sudbury Police Service, setting guidelines for the administration of the public complaints system, negotiating collective agreements and approving capital and operating budgets.

Section 31(1) of the Police Services Act- A Board is responsible for the provision of adequate and effective Police Services in the municipality and shall:

- Appoint the members of the municipal Police Force;
- Generally determine, after consultation with the Chief of Police, objectives and priorities with respect to police service in the municipality;
- Establish policies for the effective management of the Police Force;
- Recruit and appoint the Chief of Police and any Deputy Chief of Police, and annually determine their remuneration and working conditions, taking their submissions into account;
- Direct the Chief of Police and monitor his or her performance;
- Establish policies respecting the disclosure by Chief of Police of personal information about individuals;
- Receive regular reports from the Chief of Police on disclosures and decisions made under section 49 (secondary activities);
- Establish guidelines with respect to the indemnification of members of the Police Force for legal costs under section 50;
- Establish guidelines for dealing with complaints made under Part V;
- Review the Chief of Police's administration of the complaints system under Part V and receive regular reports from the Chief of Police on his or her administration of the complaints system.

The Board Administrator for the Greater Sudbury Police Services Board will come equipped with Board governance experience in providing executive support to ensure the Board operates in conformance with the appropriate statutes governing the Board and its

responsibilities. This position requires an individual who is able to deal with highly sensitive information ensuring confidentiality is maintained.

Reporting to the Chair and Members of the Board, the Board Administrator serves as a key liaison between the Greater Sudbury Police Service and the Board. The Board Administrator will be responsible for information management, report writing, coordinating all Board activities including meetings and special events, arranging for travel, training members, participating in Chief/Deputy Chief recruiting, assisting with collective bargaining, consulting with legal counsel, reviewing legislation and writing policies for the Board.

The successful candidate must be able to handle multiple tasks and prioritize accordingly. This is a challenging role in a busy and complex environment.

This is a part time position 20 to 24 hours per week with hours varying depending on Board activities mainly during business hours of 8:00 a.m. to 4:00 p.m. Work outside these hours may be required on occasion.

The Greater Sudbury Police Services Board is committed to providing a supportive work environment. Accommodation will be provided in all stages of the hiring process.

To be considered for this opportunity, please forward your resume to PSBRecruiting @gsps.ca by December 4, 2020 at 0800hrs.



## **Board Administrator Greater Sudbury Police Services Board**

### **Summary of Functions:**

As the Board Administrator to the Greater Sudbury Police Services Board you will ensure board governance protocols are adhered, provide executive support to ensure that strategies and operations of the Board are in conformance with the appropriate statutes governing the Board and its responsibility. This position requires that strict confidentiality is maintained. The position requires considerable independent judgment and problem solving skills to address routine and non-routine issues on a daily basis. This position serves as the liaison between the Greater Sudbury Police Service staff and the Board.

### **Core Values**

#### **Commitment to Mission/Vision/Values**

- Remain current and knowledgeable in applicable Strategic Direction priorities, goals, objectives and community strategies. Understand how these organizational strategies affect role and take actions to meet goals accordingly
- Act as an ambassador of the “*Our Shared Commitment*” model
- Exhibit confidence and pride in the Greater Sudbury Police Service’s Mission, Vision, and Values
- Promote public awareness by educating and engaging the public as required as to the roles and responsibilities of the Board
- Establish partnerships with involved stakeholders
- Effectively and professionally liaise with the public as required at the direction of the Board

#### **Professional Work Ethics**

- Work with integrity and uphold the Code of Conduct
- Be punctual for meetings and appointments
- Maintain cohesive working relationships
- Appropriately display professional behaviour and decorum at all times
- Complete required tasks during stressful situations
- Maintain professional appearance
- Respect and obliged reporting and liaising relationships

#### **Professional Development**

- Attend required courses, read related material, interact with experts, and pursue other research or learning activities to obtain and maintain expertise in the policing profession, Board Governance, policy writing, Collective Agreements and the *Police Services Act*
- Engage in continuing education programs for personal professional development
- Complete regular scheduled performance reviews as required

### **Health and Wellness**

- Maintain work and personal life balance on and off duty
- Participate in programs designed to enhance and maintain a high level of personal wellness
- Contribute to positive attitude and morale

### **Health and Safety**

- Demonstrated commitment to a healthy and safe workplace
- Inspect worksite and equipment before actually starting to work
- Use/wear safety equipment, protective devices, and/or clothing properly
- Exercise appropriate caution and personal safety considerations
- Comply with and promote Health and Safety practices in the workplace
- Immediately report any injury, illness, and/or unsafe working condition to a supervisor

### **Behavioural/Core Competency Overview**

Exhibit the following behaviours in all tasks completed as the Board Administrator. These core competencies have been identified by the Greater Sudbury Police Services Board as key behaviours that describe the job-related expectations and facilitate overall organizational excellence:

- Leadership
  - Initiative and Engagement
  - Decision-making
- Achievement Orientation
- Adaptability
- Conflict Management and Fostering Relationships
- Analytical Problem Solving
- Interactive Communication
- Organizational Awareness
- Planning and Organizing
- Strategic Thinking
- Stress Tolerance
- Independence and Initiative
- Teamwork
- Flexibility and Diversity
- Public Accountability
- Ethical Accountability
- Human Resources
- Strategic Business Planning

## **Functional Duties**

### **Board Representative**

- Effectively and professionally liaise with members of the Greater Sudbury Police Service and partnering organizations when completing assigned duties
- Respond to public and/or internal inquiries in a timely manner using appropriate tact and discretion
- Assist with Service events such as swearing in and promotional sessions
- Foster relationships with diverse external and internal stakeholders
- Respond to inquiries from other Boards
- Direct inquiries as appropriate to the Office of Chief of Police
- Exercise interpersonal and problem solving skills to provide information and assistance
- Develop strategic communication in response to Board issues
- Liaise with other Police Services Boards and/or Services, Government agencies and Ministries, City Council staff and elected Council / Officials and the general public.
- Effectively communicate the role of the Board to the Service and community

### **Information Management/ Report Writing**

- Provide confidential complex executive administrative support to the Police Services Board
- Prepare, proof, edit and distribute accurate documents and materials including presentation, memos and other correspondence required for signature ensuring format, content, grammar spelling are accurate
- Read and summarize correspondence by way of executive summaries for distribution to the Board
- Prioritize response to urgent requests for information
- Gather, collate, research and prepare information, compiling summaries and reports from data
- Receive, prioritize, distribute or respond as needed to all correspondence (written and electronic) directed to the Board. This includes the identifying of documents requiring authorization or review by the Chair and re-directing said communication to the proper office
- Ensure accurate information is posted to Board social media platforms including the web site
- Design and maintain an electronic filing system
- Report all necessary information and correspondence to the Board for further direction
- Regularly scan the environment for information that may be of interest to the Board
- Respond to external inquiries by either providing answers or directing them to the appropriate personnel
- Manage flow of communication to and from the Board to facilitate the prioritization, coordination and response to all requests for information and to ensure the Board is properly briefed on all significant matters.
- Maintain all Board corporate records

- Ensures all digital properties are maintained such as websites
- Uses social media platforms for distribution of Board related public relations material
- Coordinate, track and file directives from the Ministry of the Solicitor General
- Maintain a confidential filing system for the Board including correspondence with other agencies (e.g. OIPRD, SIU) material related to governmental legislation (e.g. updates/changes) and other documents as requested. This includes the oversight and maintenance of confidential filings as they relate to reply correspondences, meetings
- Conduct research and analysis for special projects and assignments
- Maintain Board and Board Member Calendars and ensures a strategic approach to calendar management
- Coordinate requests for information and records
- Maintain Board contact lists
- Ensure destruction of files in accordance with Board retention and destruction by-law.
- Actively participate in meetings and share appropriate information
- Utilize virtual meeting platforms and meeting material management systems

### **Meetings**

- Coordinates and attends all Board meetings
- Preparation Police Service Board Reports; Public and In-Camera Agenda using on-line board portal and hard copy dissemination of materials as requested
- Distribute all Board Meeting materials
- Ensure minute books are up to date and accurate including minutes and arranging for signatures
- Record accurate and detailed minutes of all Board Meetings
- Ensure all Board follow up and correspondence in a timely manner

### **Training, Conferences, Travel and Financial Coordination**

- Coordinate Board conference and travel
- Reconcile Board travel expenses
- Track and process Board expenses using spreadsheets to record and present information
- Deliver Board Training from time to time
- Ensure memberships in Ontario Association of Police Services Boards and Canadian and the Canadian Association of Police Governance are maintained

### **Office Supplies and Equipment**

- Ensure appropriate equipment distribution and tracking
- Manages the efficient day to day operation of the Board Office
- Maintain office supplies
- Maintain and utilize equipment as required notably printer/copier/scanner technology
- Uses technology and business methods to improve effectiveness and efficiencies of Board activities
- Report any damaged equipment to Service Staff.

### **Legal/Policy Understanding**

- Maintain up to date knowledge of Federal, Provincial and Municipal laws related to Board responsibilities.
- Remain current and knowledgeable in all Board policies
- Review and amend board policies as required
- Ensure Board Monitoring responsibilities and timeframes are adhered
- Apply knowledge of appropriate law and procedures to assigned duties
- Request legal advice when directed by the Board and liaise with Board counsel.
- Work with Board's counsel and provide requested information in a timely fashion

### **Recruiting , Orientation and Performance Monitoring**

- Assist with recruitment of the Chief and Deputy Chief of Police
- Prepare employment contracts for the Chief and Deputy Chief of Police
- Ensure the provisions of employment contracts are obliged by the Board
- Coordinate the annual performance monitoring of the Chief of Police
- Assist the Board in determining annual remuneration for the Chief and Deputy Chief of Police
- Participate in the orientation of new Board Members and Chief of Police

### **Labour Relations**

- Provide research and administrative support for collective bargaining negotiations
- Attend negotiations and act as resource to the Board and its legal counsel
- Draft bargaining briefs, MOUs and update the Collective Agreements at the completion of negotiations and distribute to the appropriate members and others as required for review
- Assist with grievance resolution where Board intervention is required

**Hours of Work:** Generally Monday to Friday dayshift 20 to 24 hours per week; may require occasional evening or weekend work

**Remuneration: \$32.80 – \$40.53 per hour**

### **Qualifications**

- Successful completion of Community College Diploma or equivalent in business, administration and/or law
- 3 - 5 years experience working in an executive administrative capacity with an emphasis on maintaining confidentiality, data management, financial reconciliation, customer service, organization and efficiency
- Demonstrated discretion and confidentiality when dealing with sensitive information
- Demonstrated analytical thinking and problem solving abilities
- Demonstrated ability to prepare accurate meeting minutes, reports, agendas, PowerPoint presentations and other materials for meetings

- Knowledge of executive office protocols and administrative systems
- Keyboarding of 50 w.p.m.
- Demonstrated knowledge and advanced proficiency in using word processing equipment and related software to an accomplished level, e.g. Microsoft Word, Microsoft Excel

**Assets:**

- Post-secondary degree in business or administration
- Previous experience in Board governance
- Demonstrated proficiency in the use of Adobe
- Bilingualism (English/French).

**Skills**

- Exceptional interpersonal and communication skills to work with the public, internal members, in person, on the phone or email
- Excellent writing and editing skills
- Well-developed verbal and written communication skills with the ability to compose routine correspondence, proofread letters, memos reports and other materials of the Board with strong attention to detail
- Highly organized and demonstrated ability to prioritize and manage multiple tasks and balance competing work demands through well-developed time management skills
- Superior knowledge and understanding of office administration, management and communication principles
- Demonstrated understanding of human rights, equity, diversity and inclusion with the ability to communicate and work effectively inter-culturally with diverse groups
- Strong analytical skills and attention to detail
- Ability to work independently with little direct supervision as a proactive self-starter and able adhere to stringent deadlines
- Ability to synthesize information and prepare clear and concise reports
- Ability to work collaboratively as part of a team.
- Proven organizational, time-management, and motivational skills.
- Ability to maintain organize and prioritize work assignments to meet strict definitive deadlines
- Ability to write policies
- Knowledge of board governance and meeting organization
- Ability to interpret *Police Services Act* and relevant legislation
- Well-developed interpersonal skills with ability to relate courteously with members of the Board, Service, the general public, and outside agencies.
- Ability to work with minimal supervision, and be able to produce accurate work
- Ability to work flexible and irregular hours when needed

**Accountability:** Police Services Board Chair