

POLICE SERVICES SUPERVISOR **(Part-Time)**

The City of Campbell River is seeking a highly motivated self-starter to work within our Police Services Department. Reporting to the RCMP Municipal Manager, you will be responsible for supervision of all staff in community policing services, facilities services, and specialized services, including planning and implementing all work, standards, and expected results for these areas of service for the department. This position will also assist the Manager with contract administration and employee relations, including labour relations, and oversight of the health and safety program for department staff.

The ideal candidate will bring with them:

- a Diploma in Commerce or Business Administration, including studies in human resources or general management, OR
- an assessable equivalent of education, training and experience showing continued professional development in the areas of management principles and practices, or human resources management.
- A minimum of five (5) years' related experience, including occupational health and safety, and supervisory experience in a unionized environment.

You must also be able to achieve and maintain the RCMP Enhanced Reliability Status (ERS) clearance.

This exempt position will work 21 hours per week and the City of Campbell River offers a competitive salary, commensurate with qualifications and experience, as well as an attractive benefit and vacation package.

For a detailed job description please view the attached job description.

Included with your application package please provide verification of all education.

Qualified and interested individuals are requested to send their resume AND covering letter, quoting EXT-17-56, to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River BC V9W 4C7
Fax: (250) 286-5760
Email: careers@campbellriver.ca

This posting closes at 4:30 pm on Friday, September 8, 2017.

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.



Job Description

POLICE SERVICES SUPERVISOR

Approval Date:	August 2017	Department:	Police Services
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management	
Title of Management Supervisor:	RCMP Municipal Manager		

General Accountability:

Purpose and Scope

Reporting to the RCMP Municipal Manager, and functionally to the RCMP OIC in the absence of the manager, the Police Services Supervisor is responsible for supervision of all staff in community policing services, facilities services, and specialized services, including planning and implementing all work, standards and expected results for these areas of service for the department. This position will assist the RCMP Municipal Manager with contract administration and employee relations, including labour relations, and oversight of the health and safety program for department staff.

Nature and Scope of Work

- Supervises staff in the community policing services, facilities services, and specialized services areas of the Police Services department; plans, assigns and reviews work, manages performance, and makes hiring and promotion recommendations to the RCMP Municipal Manager;
- Fosters effective working relationships with individuals at all levels of the organization as well as with key external stakeholders;
- Prepares correspondence, reports and supporting materials, attends meetings and makes recommendations to management and/or Committees/Council as may be required;
- Assists the RCMP Municipal Manager with department payroll and scheduling;
- Assists the RCMP Municipal Manager in the formulation of departmental budget and manages relevant operations within approved budget and in compliance with City bylaws, guidelines, policies and procedures;
- Works with the RCMP Municipal Manager and/or the Safety Advisor, to ensure that health and safety procedures are followed, risk assessments are current, and that any initiatives and activities for the department are coordinated with other City operations;
- Ensures prompt, thorough and appropriate investigations and responses to health and safety requests and complaints for the department;
- Proactively identifies and assesses the feasibility of system improvements in order to meet departmental goals regarding continuous improvement; implement system improvements as required;
- Oversees contracted-out projects ensuring compliance with applicable RCMP security policies, City policies, safety and other regulations;
- Manages internal and external customer expectations in regards to facilities services support;
- Coordinates training opportunities for staff and City Occupational Health and Safety Committee representatives within the department;
- Supports Police Records Services Coordinators, as required, and in the absence of the RCMP Municipal Manager.

Necessary Qualifications

Technical Knowledge/Skills:

- Local government operations, City bylaws, policies and procedures.

- Applicable federal, provincial and local legislation, regulations, standards and guidelines, including the BC *Employment Standards Act*, the BC *Labour Relations Code*, and the *Workers Compensation Act* and Occupational Health and Safety Regulation.
- Management principles and practices.
- Budget formulation and maintenance processes.
- Computer efficiencies (i.e. Microsoft Office Suite).

Key Competencies:

Key Competency	Job Specific Requirements
Collaboration and Negotiation	Able to work effectively with internal/external clients and staff. Able to remain objective and clarify issues and concerns to assist in collaboration and solution building.
Communication	Strong interpersonal communication skills, professionally demonstrated in all internal/external stakeholder relationships. Able to write concise and complex reports, studies and research.
Conflict Management	Able to resolve conflict and deal effectively with the public, internal staff, and outside agencies.
Decision-Making and Problem-Solving	Good analytical problem solving skills.
Initiative	Self-starter and highly motivated to make proactive changes.
Leadership	Strong leadership skills in supervision, facility maintenance, and occupational health and safety. Able to monitor, evaluate and manage performance of staff; coach and motivate staff in a team environment. Able to lead by example in maintaining a respectful, safe and supportive work environment that embraces diversity.
Managing Performance	Excellent performance management and employee relations skills.
Networking and Relationship-Building	Able to establish and maintain effective working relationships with staff, other departments, agencies, partners and the public.
Planning and Organizing	Able to develop work plans and schedule work, meet deadlines and manage time effectively.
Professionalism	Able to appropriately represent the City with community groups and the media.
Service Orientation	Excellent customer service skills and focus.

Education/Training/Certification:

- Diploma in Commerce or Business Administration, including studies in human resources or general management, **OR**
- An assessable equivalent of education, training and experience showing continued professional development in the areas of management principles and practices, or human resources management.
- Must possess and maintain a valid BC driver’s licence as per City policy.

Experience:

- A minimum of five (5) years’ related experience, including occupational health and safety, and supervisory experience in a unionized environment.

Unusual Working Conditions:

- Must achieve and maintain RCMP Enhanced Reliability Status (ERS) clearance.

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____
Signature of Director: _____	Date: _____