



Executive Director

An exceptional opportunity for a strong proven collaborative leader—

To support and advise the seven-member civilian body that oversees the Toronto Police Service.

The legislated mandate of the **Toronto Police Services Board** includes determining, after consultation with the Chief of Police, overall objectives and priorities for the provision of police services across the City of Toronto, establishing policies for the effective management of the Toronto Police Service, and recruiting and appointing the Chief and Deputy(s) of Police and annually determining their remuneration and working conditions. It is also the Board's responsibility to establish guidelines for the administration of the public complaints system, negotiate collective agreements, and approve the capital and operating budgets. Ultimately, the Board is committed to ensuring that the Toronto Police Service is, and continues to be, an organization of excellence, and to safeguard Toronto's status as one of the safest major cities in the world. The Toronto Police Services Board and the Toronto Police Service are currently leading a significant transformation of the Service—*The Way Forward*.

As the Executive Director of the Toronto Police Services Board, you will demonstrate your expertise in board governance as you provide strategic advice and direction to the Chair and Members of the Board in the management of all issues, as well as direct research carried out by others, strategic planning, policy development, government relations and communications support to enable the Board to fulfill its statutory mandate. You will also direct the administrative and financial operations of the Board office and emphasize teamwork in support of the Toronto Police Services Board.

Reporting to the Chair and Members of the Board, you will act as primary liaison between the Board and senior police service staff interpreting Board decisions and requirements, and assisting staff members in responding to the Board. Your managerial responsibilities as Executive Director will include drafting and evaluating procurement documents and processes to acquire services, developing and delivering training for Board members, developing office procedures and protocols, and determining needs and technology solutions to support and enhance the efficient administration of the Board's work.

Conversant with municipal budgeting principles, you will develop and oversee the Board's operating budget, as well as expenditures from the Board's Special Fund, establish mechanisms for monitoring and auditing Board performance, establish processes to ensure the Board is publicly accountable for its decisions and spending, and ensure that it responds appropriately to external audits and to inspections conducted by the Ministry of Community Safety and Correctional Services.

The Board will count on you for ongoing expertise and insight, as you oversee the identification and analysis of trends and issues in the policing environment on a municipal, provincial and national level to keep the Board informed of, and prepared to take, policy positions regarding emerging issues, monitor legislative changes, analyse potential policy or fiscal impacts, and recommend an appropriate response. An excellent communicator and relationship-builder, you're more than ready to represent the Toronto Police Services Board on local, provincial and national committees and working groups, maintain liaison with other police services boards, the Ontario Association of Police Services Boards (OAPSB), the Canadian Association of Police Governance (CAPG), City officials and councillors, and other stakeholders, and ensure that the Board and its staff develop and maintain appropriate communications and linkages with the community.

You are a seasoned executive with a postgraduate university degree in a social sciences discipline, law, or public administration, or an equivalent educational and work background. Highly familiar with municipal public administration, policy development and the principles of public accountability, you will also bring no fewer than five years' experience as an association executive director or as executive director of a police services board or a comparable public sector agency.

This is also an opportunity to put into practice your ability to accurately interpret and apply legislation such as the *Police Services Act* and its Regulations, your deep understanding of board governance principles and extensive experience in applying these principles in the administration of a board. It will also draw on your general knowledge of labour relations, collective bargaining, human rights, and occupational health and safety.

The Toronto Police Services Board supports equal opportunity initiatives. Accommodation will be provided in all stages of the hiring process. Contact us for any accommodation requests, and we will work with you to meet your needs.

To be considered for key executive role, please forward your resume to **Phelpsgroup** at TPSBED@phelpsgroup.ca by **April 23, 2018**.

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