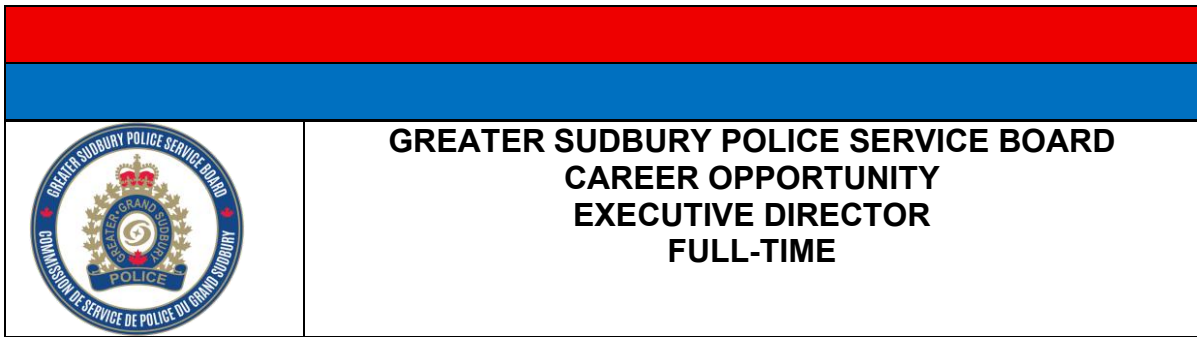




The Greater Sudbury Police Service Board (Board) is a five-member civilian governing body of the Greater Sudbury Police Service. In consultation with the Chief of Police, the Board is dedicated to establishing overall objectives and priorities for the provision of adequate and effective police services across the City of Greater Sudbury. The Board holds regular meetings as part of its oversight obligations and to determine current and future directions in policing while monitoring and responding to emerging trends. The Board is committed to enhancing public trust through accessibility and transparency and bridging the gap between the police and the community through open communication and collaboration.

Centrally located in Northeastern Ontario, the City of Greater Sudbury offers a rich mix of urban, suburban, rural and wilderness environments. Geographically, Greater Sudbury is the largest municipality in Ontario and the second largest in Canada with a large geographic area, policing more than 3,350 square kilometres of land and 333 lakes. The Greater Sudbury Police Service operates with a budget of just under \$100 million with a staff complement of close to 500 sworn officers, police professionals and volunteers.

The Board is seeking an exceptional leader and strategic thinker to serve as Executive Director (ED). The successful incumbent will provide executive support and guidance to ensure the Board operates in conformance with the appropriate statutes governing the Board. Specifically, the *Community Safety and Policing Act* sets out many of the legislated duties and responsibilities of the Board notably Section 37.

Reporting directly to the Board providing confidential, efficient and administrative support and executive guidance, the ED develops and implements the strategic and operational framework for the board's business. The position is key in supporting the Chair and also serves as the Board's primary liaison to the Chief's Office. This role is critical to ensuring the Board is well prepared and well-trained to fulfill its lawful obligations. The successful candidate must be able to handle multiple tasks and prioritize accordingly. The ED is responsible for managing information, report writing, coordinating all Board activities including meetings and special events, arranging for travel, training members, participating in Chief/Deputy Chief recruiting, leading collective bargaining, consulting with legal

counsel, reviewing legislation, writing policies for the Board and overseeing proactive identification and analysis of trends and issues.

The position is in-office located at Police Headquarters located at 190 Brady Street, SUDBURY. The Board offers a competitive salary for this position with a range of \$115,000 to \$135,000. The Board also offers a comprehensive health benefits plan, an OMERS pension plan, life insurance, statutory holiday and annual leave entitlement, an Employee Assistance Program and a workplace committed to health, safety and well-being.

The 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 gsps.hr@gsps.ca.

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. 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, knowledge evaluation, practical skills testing, assignments, psychometric assessments, and reference checks. Final hiring decisions are made by the Board.

Applicants under consideration will be subject to a comprehensive background investigation, including criminal record checks, reference checks, and verification of education and employment history. Further background information on GSPS and the Board may be found at www.gsps.ca

To be considered for this opportunity, please [submit your cover letter and resume](#) to the Police Services Board Chair by June 8, 2026

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



GREATER SUDBURY POLICE SERVICE BOARD

Position Description

Executive Director

Full-time

SUMMARY OF POSITION

The Executive Director (ED) of the Greater Sudbury Police Service Board provides strategic and operational leadership to ensure strong governance, public accountability, and effective service-delivery. Reporting to the Board, the role oversees Board Office operations, labour relations, policy development, financial administration, and organizational planning, while ensuring the Board meets its legislative obligations. The ED administers the Board budget, coordinates all Board activities including senior leadership recruitment, and monitors regulated and policy requirements. As the Board's senior representative, the ED builds trusted relationships with GSPS leadership, partners, and the public, exercising independent judgment and sound decision making to support long term organizational sustainability. This position requires that strict confidentiality is adhered and always maintained. The ED uses considerable independent judgment, reasoned decision-making, critical thinking, self-directed initiative and problem-solving to address routine and non-routine issues on a daily basis.

CORE VALUES

Commitment to Mission/Vision/Values

- Remain current and knowledgeable of 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 to Community Safety and Well-Being*" model
- Exhibit confidence and pride in the Greater Sudbury Police Service's Mission, Vision, and Values

Professional Work Ethics

- Work with integrity and uphold the Board Code of Conduct
- Be punctual for meetings, appointments and maintain professional decorum
- Maintain cohesive working relationships

Professional Development

- Attend required training and professional development
- Engage in continuing education programs for personal development
- Complete regularly scheduled performance reviews

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; including worksite inspection, equipment safety checks, reporting hazards/injuries, use PPE as needed

KEY RESPONSIBILITIES AND FUNCTIONAL DUTIES

Governance, Policy Development and Strategic Direction

- Provide expertise, advice, consultation, complex executive leadership and guidance to Board Members as required to assist in fulfilling their roles administratively and operationally. This includes legislated responsibilities that promotes public trust and confidence in the Board in accordance with but not limited to the *Community Safety and Policing Act*.
- Manage internal and external risks related to Board compliance, governance, public accountability, and ethical standards.
- Ensure the Board is kept fully informed of new and emerging legislative changes, Ministry of the Solicitor General guidelines, Inspector General memorandums, advisory bulletins, and sector trends; prepare analysis and recommendations for Board consideration as required.
- Review, develop, and recommend Board policies, including initiating revisions and conducting routine and periodic reviews to ensure continued legislative compliance, alignment with best practices, and responsiveness to community expectations.
- Establish and maintain mechanisms for compliance monitoring, audit readiness, and coordination of Board responses to external audits, inspections, and reviews.
- Enhance sound Board governance and performance by continually reviewing and applying industry best practices, governance standards, self-assessment and ongoing monitoring.
- Maintain current and in-depth knowledge of applicable Federal, Provincial, and Municipal legislation, relevant case law, and procedures affecting Board responsibilities, and apply this knowledge to all assigned duties.
- Coordinate the provision of legal advice to the Board, including liaising with Board counsel at the direction of the Board.
- Collaborate with the Police Service in the development and oversight of strategic planning initiatives.

Board Representative, Customer Service and Communications

- Manage the efficient day-to-day operations of the Board Office.
- Serve as the primary liaison between the Board and key internal and external stakeholders, including the Chief of Police, Police Service, media, government officials, partnering organizations, other Police Services Boards, and the public.
- Respond to public, media, inter-agency, and internal inquiries—including complaints and politically sensitive issues—using appropriate tact, discretion, and judgment; consult with the Board Chair on complex or high-risk matters as required.
- Coordinate, route, and manage responses to issues and inquiries, ensuring timely, accurate, and appropriate exchange of information and decisions, including referrals to the Office of the Chief of Police where appropriate.
- Manage the deputation process and act as the primary point of contact for members of the public engaging with the Board.
- Develop and implement strategic communications related to Board activities, issues, and decisions, including effectively communicating the role of the Board to the Police Service and the community.
- Build and maintain strong relationships with diverse community stakeholders, municipal

and provincial government officials, Police Service Boards, and governance partners, including participation in relevant professional associations and networks such as Ontario Association of Police Services Boards (OAPSB), Canadian Association of Police Governance (CAPG).

- Coordinate with Police Service staff and Board colleagues on events, initiatives, and operational matters, including ceremonial, promotional, and governance-related activities.
- Apply strong interpersonal, communication, and problem-solving skills when providing information, assistance, and guidance to stakeholders.
- Proactively develops relationships with community stakeholders, municipal and provincial government officials and Board staff counterparts.

Information Management and Report Writing

- Maintain the official corporate record of the Board, including minutes, resolutions, directives, correspondence, and all required documentation, ensuring accuracy, continuity, and historical integrity.
- Serve as custodian of all Board records by designing, maintaining, and overseeing secure physical and electronic records management systems, including confidential files, digital properties, and retention and destruction in accordance with applicable by-laws and legislation.
- Develop, implement, and ensure compliance with Board policies related to information protection, disclosure, and public accountability, including MFIPPA requirements.
- Monitor, coordinate, track, and file directives, correspondence, and guidance from the Ministry of the Solicitor General and other oversight bodies, ensuring timely reporting and follow-up for Board direction.
- Manage the full lifecycle of Board correspondence and communications, including receiving, prioritizing, routing, responding, tracking, and escalating matters as appropriate; ensure urgent requests are identified and addressed promptly.
- Prepare, review, proof, edit, and distribute high-quality Board materials, including agendas, briefing notes, reports, correspondence, presentations, and formal updates.
- Analyze, research, compile, and synthesize information and data to support informed Board decision-making, including summarizing complex materials and providing timely updates on issues requiring Board action.
- Proactively monitor the external policing, legislative, and governance environment to identify emerging issues, trends, and developments of relevance to the Board, and brief the Board and Chair accordingly.
- Manage the flow of information to and from the Board to ensure effective prioritization, coordination, confidentiality, and organizational awareness of significant matters.
- Respond to external, public, and media inquiries related to Board information or records, or redirect inquiries to appropriate officials in accordance with established protocols.
- Maintain Board and Board Member calendars, contact lists, and information-sharing tools, ensuring a strategic and coordinated approach to scheduling and communications.
- Oversee Board communication platforms and digital assets, including websites, social media accounts, electronic filing systems, virtual meeting platforms, and meeting material management systems; support appropriate use of social media for Board public relations purposes.
- Monitor and report on Board expenditures and financial documentation as required.

Board and Committee Meetings

- Attend and participate in all Board meetings to provide information, share insights, respond to questions, offer procedural and legislative advice as required.
- Plan, develop, and manage Board meeting agendas, including coordination of Police Service Board reports and Public and In-Camera matters, ensuring timely preparation and distribution in accordance with Board direction.
- Oversee all meeting logistics to ensure compliance with procedural by-laws, legislative requirements, and governance standards, including scheduling and video livestreaming
- Ensure accurate interpretation, recording, and maintenance of Board proceedings, decisions, resolutions, and directions as part of the official corporate record.
- Prepare, maintain, and update official minute books, including ensuring accuracy, completeness, and execution of required signatures.
- Prepare and coordinate follow-up correspondence and documentation arising from Board decisions, resolutions, and directions.

Administrative, Financial and Operational Coordination

- Provide direction and oversight of the Board's administrative and financial operations, including development, monitoring, and management of the annual budget in alignment with Board priorities and activities.
- Track, monitor, reconcile, and report on Board expenditures, including processing and reconciliation of travel and other expenses using appropriate financial tracking tools.
- Coordinate Board travel, conferences, and related logistical arrangements, ensuring compliance with applicable policies and fiscal controls.
- Coordinate, deliver, or arrange Board training and professional development initiatives as required.
- Ensure Board memberships and affiliations with governance organizations are maintained and administered.
- Develop, implement, and maintain office protocols and procedures to ensure the efficient and effective operation of the Board Office including supplies and equipment.
- Ensure effective use and maintenance of office technology and equipment, including printer, copier, and scanner systems; report damaged or malfunctioning equipment to Service staff as required.
- Leverage technology, tools, and business process improvements to enhance the efficiency and effectiveness of Board operations and activities.

Recruitment, Orientation and Performance Oversight

- Lead the recruitment process for the Chief of Police and Deputy Chief positions, including providing support and advice to the Board throughout the recruitment lifecycle.
- Prepare and administer employment contracts for the Chief and Deputy Chief of Police, and ensure contractual provisions are implemented and complied with by the Board.
- Coordinate and support the Board in the annual performance monitoring and evaluation of the Chief of Police.
- Assist the Board in determining annual remuneration, compensation adjustments, and related employment matters for the Chief and Deputy Chief of Police.
- Develop, deliver, and coordinate Board Member orientation, onboarding, and governance training for new and existing Board Members.

- Ensure all newly appointed Board Members receive timely governance training and are fully briefed on their statutory roles, responsibilities, and current Board issues.
- Coordinate ongoing professional development and training opportunities for Board Members.
- Maintain and regularly update the Board orientation manual and related governance training materials.
- Maintain accurate and up-to-date records for Board Members, including appointments, terms, and correspondence, and coordinate required follow-up with the Premier's Office.

Labour Relations

- Provide research, analytical, and administrative support to the Board during collective bargaining negotiations, ensuring accurate documentation and record-keeping throughout the process.
- Attend collective bargaining sessions and serve as a resource to the Board and counsel
- Maintain accurate, detailed, and confidential records and notes of all bargaining discussions, negotiations, and related proceedings.
- Draft, update, and manage bargaining documentation, including bargaining briefs, Memoranda of Understanding (MOUs), and amendments to Collective Agreements; distribute finalized agreements to appropriate parties as required.
- Maintain current and archived Collective Agreements, ensuring proper filing, accessibility, and historical continuity.
- Ensure required Collective Agreements are submitted to the Ontario Association of Police Service Boards and other designated organizations.
- Assist with grievance resolution and labour-relations matters where required.
- Represent or support the Board at hearings when required.

Other Functions

- Perform other duties as assigned and as determined by the Board.
- Duties, responsibilities and activities may change.

HOURS OF WORK:

- Generally, Monday to Friday dayshift 40 hours per week; standard office environment.
- Work outside these hours may be required on occasion depending on Board Meeting Schedules.
- On site with incidental travel to out-of-town meetings and conferences.

QUALIFICATIONS

- Degree in business or public administration, law, social science or other related field or equivalent as determined by the Board.
- Five years progressive leadership experience preferably with three years practice working in a leadership capacity in governance, board administration or the public sector.
- Demonstrated knowledge in policy writing, legislative interpretation and risk management
- Prior work and proven performance in strategic planning, board governance, analytical thinking and problem-solving abilities
- Valid G driver's license with full driving privileges

ASSETS

- Post-graduate degree in a related field.

- Leadership Training and Development.
- Designation or certification in related field such as board governance.
- Bilingualism (English/French).

KNOWLEDGE, SKILLS & ABILITIES

- Exceptional interpersonal, human relations, tact and diplomacy skills to communicate at all levels of government, agencies, citizens, Board members and Service Staff in person, on the phone or email.
- 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.
- Excellent judgement, tact and political acumen.
- Superior knowledge and understanding of executive office protocols, administrative systems, management and communication principles.
- Demonstrated governance knowledge and expertise to support the Board.
- Able to conduct research, analyze, synthesize and report information.
- Demonstrated understanding of human rights, equity, diversity and inclusion with the ability to communicate and work effectively with inter-cultural and diverse groups.
- Excellent organizational skills and exceptional time management skills with the ability to multi-task, adjust priorities and order work demands to meet deadlines.
- 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, accurate and concise reports.
- Ability to work collaboratively as part of a team.
- Ability to interpret and apply relevant legislation.
- Ability to work flexible and irregular hours when needed.
- Demonstrated ability to prepare accurate meeting minutes, reports, agendas, PowerPoint presentations and other materials for meetings including digital records management and cybersecurity best practices.
- Keyboarding of 45 w.p.m.; demonstrated knowledge and advance proficiency in using word processing and related software to an accomplished level, e.g. Microsoft Word, Outlook, Power Point, Microsoft Excel and Adobe.

SALARY:

- Range \$115,000 to \$135,000

ACCOUNTABILITY

- Chair, Police Service Board