



## TORONTO POLICE SERVICE BOARD

### Chief Administrative Officer

The Toronto Police Service Board is a seven-member civilian board responsible for the governance and oversight of the Toronto Police Service (TPS), the fourth-largest municipal police service in North America. With over 5,500 officers and 2,500 civilian employees, TPS takes pride in its dedication to keeping Toronto the best and safest place to be. The Service's well-earned reputation as a world leader in policing is a reflection of a commitment to excellence, innovation, quality leadership, and ongoing professional development.

The Board is seeking to appoint a **Chief Administrative Officer (CAO)** who will support the Chief in inspiring the trust and confidence of the Service and the communities it serves by maintaining and improving the quality of life and level of safety in the City of Toronto.

The successful candidate will lead approximately 400+ staff members, with a multidisciplinary portfolio that comprises two pillars: **Financial & Business Management**, including Accounting Services, Budget & Financial Analysis, Facilities Management, Fleet & Materials Management, and Purchasing Services; and **People & Culture**, including Employee Services, Equity, Inclusion & Human Rights, Labour Relations, People Strategy & Performance, Talent Acquisition, Toronto Police College, Wellness, and Workforce Planning & Insight.

To be considered you must bring a track record of progressively senior leadership experience ideally gained in a large and complex metropolitan police service, or a large regional, provincial or national police service, or a large public or private sector organization.

As a member of TPS' Executive Command Team, you have an exceptional opportunity to play a vital role in leading a complex, demanding, dynamic and evolving organization. You must be forward thinking and outward-looking, able to anticipate the changing needs of Toronto's communities while seeking continuous improvement in order to achieve better outcomes for the Service and the communities it serves. You demonstrate an ability for providing strategic leadership, direction and oversight for general business, administration, and support functions (HR and Finance) with the goal of ensuring that the Service meets Police Service Board requirements and policies, and operations are properly supported administratively.

An outstanding communicator with a proven ability to maintain genuine and meaningful partnerships, you have demonstrated skill in working collaboratively with members of a service, Board, unions, and key governmental and community stakeholders, and can build relationships based on transparency and trust with the many communities that make up the multi-cultural mosaic of the City of Toronto.

You are a role model for inclusive and inspirational leadership that is consistent with the principles and values of a professional, progressive and modern police service united in a culture of continuous improvement and corporate service excellence. You have demonstrated a passion and commitment to supporting staff by creating a highly inclusive environment of equity, integrity and fairness where decisions are made and applied on a consistent basis. You are a respected team leader and mentor committed to the ongoing professionalization of a service to respond to the evolving nature and public expectations of policing. You set high standards for yourself yet recognize and value differences in approaches to work and you care about the mental well-being of all others. You respect and are committed to modern and progressive independent civilian police governance and oversight, and see a productive working relationship with the Toronto Police Service Board as an important component of driving progress on police reform and modernization.

In accordance with the policy of the Board, all candidates must conform to the Toronto Police Service's core values and the Board will conduct a comprehensive background check of all candidates under consideration.

To apply for this position, please visit: [boyden.thriveapp.ly/job/3000](https://boyden.thriveapp.ly/job/3000) and submit your materials prior to the deadline on Monday, October 29, 2025. For more information, please contact [jfinless@boyden.com](mailto:jfinless@boyden.com) and state the title of the position in the subject line of your e-mail.

*Toronto Police Service encourages individuals from our diverse communities – including Indigenous Peoples, persons with disabilities, women, persons from racialized groups, LGBTQ2S+ persons – to seek a career at the Toronto Police Service. Accessibility for Ontarians with Disabilities Act, 2005, the Ontario Human Rights Code, and all applicable provincial legislation, upon request, accommodation will be provided by the Toronto Police Service throughout the recruitment, selection and/or assessment process to applicants with disabilities.*

*We thank all applicants for their interest, however only those under consideration for the role will be contacted.*