



OAK BAY POLICE DEPARTMENT DEPUTY CHIEF CONSTABLE

JOB SUMMARY:

This position plays an integral role in assisting the Chief Constable in providing overall leadership to the Department. The Deputy Chief will be highly credible and maintain a visible and respected profile for the Department. In addition to being responsible for the operational and administrative areas of the Service, the Deputy Chief must work closely with the Chief Constable to provide leadership and vision to staff that provide essential policing services to the community.

DESCRIPTION OF DUTIES:

- Oversee the operations of the Department
- Implement and report on the Department's strategic plan
- Analyse statistical data and other information sources to effectively plan and direct the operations of the Department
- Oversee the department's community engagement and relationship building initiatives
- Oversee human resource management which includes scheduling and planning, recruitment, attendance management, training and employee development, performance management including disciplinary matters and labour relations
- Ensure quality control through ongoing reviews and audits of the department's activities
- Attend meetings, participates on committees, maintain close working relationships with other law enforcement organizations, municipal, provincial governments agencies, and other partners to enhance community safety
- Directly supervise investigations of a complex, political or sensitive nature, at the direction of the Chief Constable. Monitor and oversee high risk matters.
- Oversee the department's media and communications program

- Assist with the management of the department's budget and other administrative functions as required
- Provides professional expertise and advice to the Chief Constable and through the Chief Constable to the Police Board. Responsible for preparation of reports and presentations to the Police Board
- Act for and assume full responsibilities of the Chief Constable in his/her absence
- Perform other related duties as assigned

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Demonstrated leadership and relationship building skills with the proven ability to positively lead a team in a law enforcement environment
- Knowledge of community policing and engagement practices
- Considerable knowledge of current law enforcement techniques, operational plans and legislation and policy relating to public safety
- Proven ability to translate strategic objectives into operational goals and implement accordingly
- Ability to implement and direct the development of human resource management strategies and processes
- Demonstrated ability to make decisions and take responsibility for actions that are consistent with high ethical policing standards.
- Knowledge of operating and capital budgets and managing unit expenditures
- Proven ability to translate strategic objectives into operational goals and implement accordingly
- Proven conflict management and mediation skills
- General knowledge and functional ability with information technology
- Strong organizational skills

QUALIFICATIONS AND EXPERIENCE:

- Must hold or have held the confirmed rank of Sergeant or higher within a recognized Canadian police agency
- Experience in supervising general patrol, investigations and other specialized functions
- Experience in community policing, engagement and relationship building
- Undergraduate degree in a related field or an equivalent combination of education and experience is desirable
- Experience in dealing with the media and public relations
- Experience working with police boards, policing committees or Mayor and Council is desirable
- Demonstrated experience and understanding of human resources and finance practices including performance management and dealing with disciplinary matters

WORK DEMANDS:

- Required to represent the Oak Bay Police Department at all times
- Available to attend scenes and/or provide direction at all hours
- Travel outside of jurisdiction for meetings and other work related duties
- Work independently