

Job Title: Senior Policy Advisor, Police Services Board				
Reports to: Police Services Board Executive Director			Dept.: Ottawa Police Services Board	
Branch: N/A	Affiliation: MPE	PG:	HRs: 35	JK: XXX

JOB SUMMARY: (Responsibilities, impact, scope and accountability)

This position provides support and advice to the Executive Director, Chair, and Ottawa Police Services Board (OPSB), a provincially mandated legal entity that operates independently from the City and Council. The OPSB is responsible for the provision of adequate and effective police services in the municipality, which must include, at a minimum, police services in crime prevention, law enforcement, assistance to victims of crime, public order maintenance and emergency response in accordance with Provincial legislation.

Under the direction of the Executive Director, this position is responsible for providing strategic policy advice for short and long-range planning to the Board. The incumbent will conduct research and analysis and assist in identifying and developing policy-related priorities and action plans for the Board's approval.

The position provides support and advice to the Executive Director, Chair, and Board in the research and development of policies, reports (including policy-based audits), initiatives, and strategies that enable the Board's thought-leadership and position as a leader among law enforcement oversight bodies.

The Advisor works to ensure that all Board policy initiatives promote strategic governance, align with the Board's mandate and priorities, and enhance the Board's reputation and credibility. The Advisor also generally contributes to the Board's mandate through the provision and compilation of information, conducting research and analysis, and drafting reports and communications for both the Board and the public.

KEY DUTIES:

- 1) Conducts policy research and analysis, including jurisdictional scans, trend analysis and forecasting in the areas of civilian police governance, policing and related policy issues; prepares memoranda, briefing notes, consultation/position papers and Board reports; prepares draft Board media releases and backgrounders, and other content as appropriate.
- 2) Proactively identifies priority issues and objectives in the policing and police governance space, including with respect to advocacy and policy development, and prepares draft discussion papers or memoranda recommending innovative and strategic options or Board actions and best practices.
- 3) Reviews Service reports, programs, activities and initiatives and provides policy-audit advice and recommendations for enhancement, including by conducting gap analysis, identifying alignment options and identifying applicable best practices.
- 4) Identify, analyze, interpret, and evaluate issues in order to develop the Board's initial impression and policy position prior to an issue's gaining prominence.

- 5) Develop policy positions for the Board's consideration that clearly reflect the Board's goals and enable the Board to fulfil its legislated mandate while ensuring the members' awareness of the Service's and/or the community's concerns.
- 6) Identify the organizational impacts (e.g. financial, operational, morale, corporate image) of advice and tactfully communicate the ramifications of proposed actions to the Chair and/or the Board.
- 7) Works closely with the Board's Communications and Stakeholder Relations Advisor to identify, develop and help implement, stakeholder engagement strategies to support the Board's policy development.
- 8) Review and interpret the Chief's reports to determine whether they are in compliance with Board direction and communicate this performance assessment to the Board. Develop, for the approval of the Board, Board directions or "lawful orders" that direct the Chief to conduct review or implement policies.
- 9) Develop policies, procedures, principles, and programs for the Board to enable it to meet its obligation to effectively "manage" the Police Service.
- 10) Supports the work of Board sub-committees, including the development of agendas, minutes, reports and other administrative support as required. Identifies issues, appropriate responses and possible positions on complex issues taking the input of key stakeholder groups into consideration.
- 11) Applies superior analytical expertise to the development of all Board documents and correspondence (e.g. Board reports, briefing notes, presentations, etc.).
- 12) Performs other related duties consistent with the duties outlined above.

STATEMENT OF (MINIMUM) QUALIFICATIONS

EDUCATION

Four (4) year university under-graduate degree is required, preferably in public administration, law, social sciences, or the equivalent.

EXPERIENCE

Five (5) years experience of progressively responsible experience and knowledge in the field of policy research, analysis and writing, as it pertains to the compilation, analysis and processing of the type of information necessary to support the development of strategic and effective policies.

CERTIFICATE/ LICENSE

N/A

KNOWLEDGE

- The functions and responsibilities of a municipal police governing body.
- The Police Services Act of Ontario and related statutory regulations.
- General knowledge of the mandate and operations of an Ontario municipal police service.
- Internet applications and research tools.
- Current issues impacting police organizations and police services boards in Ontario.

SKILLS AND COMPETENCIES

- Able to manage multiple tasks and balance competing demands.
- Able to recognize and analyze problems and find solutions.
- Superior written and oral communication and listening skills.

- Able to anticipate needs and proactively address them.
- Deal effectively with deadlines.
- Strong organizational skills.
- Produce reports and make presentations.
- Conduct research and prepare comprehensive reports.
- Develop short and long term objectives and strategies.

PERSONAL SUITABILITY

- Must exercise sound judgement, discretion, initiative, alertness and a high degree of confidentiality.
- Exceptional interpersonal skills and the ability to interact cooperatively with others.
- Work effectively and efficiently under pressure.

SIGNATURES

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

Employee Section

I have read and understand the contents of the job description and have had the opportunity to comment.

SIGNATURE: _____
Employee

NAME: _____
(Please print)

DATE: _____

Police Services Board Chair

SIGNATURE: _____
Police Services Board Chair

NAME:

(Please print)

DATE:

DRAFT