



PATHWAYS
EXECUTIVE SEARCH



Chief Administrative Officer
Wikwemikong Tribal Police Service





The Organization

The Wikwemikong Tribal Police Service (WTPS) serves the Wikwemikong Unceded Territory and comprises 34 Officers and 17 civilian employees who work to deliver a community-based policing service, discharging its duties in a manner sensitive to and consistent with the needs, customs, culture, and rights of the community. The Police Service has an annual operating and capital budget of approximately \$8 million.

Formal policing by Wikwemikong Constables started in the 1940s when they received their authority and warrant from the Royal Canadian Mounted Police (RCMP). In the early 1960s, the Ontario Provincial Police took over responsibility for overseeing policing, and in 1994, the Wikwemikong Tribal Police Service signed a Stand-alone Policing Agreement. In March 2001, the WTPS incorporated and is today accountable to the community through the Wikwemikong Police Service Board.

The Organization continued

Mission, Vision & Values

Mission

The mission of the Wikwemikong Police Service is to enhance the quality of life for all community members in the Wiikwemkoong Unceded Territory by working in partnership with the community through enhancing community policing, enforcing the law, preserving the peace, protecting lives and property, and reducing fear.

Vision

The Wikwemikong Tribal Police is committed to developing a cooperative relationship with the community through our core values that are consistent with the seven teachings of the Anishinaabe people. The mission will be accomplished by treating every community member with courtesy, professionalism and respect, and to enforce the laws impartially, fighting crime both through prevention and the apprehension of criminals.

Values

- **Nbwaakaawin**—Wisdom
- **Zaagidiwin**—Love
- **Mnaadendimowin**—Respect
- **Aakwa'ode'ewin / Zoongide'ewin**—Bravery
- **Gwekwaadziwin**—Honesty
- **Dbaadendiziwin**—Humility
- **Debwewin**—Truth

To learn more about the Wikwemikong Tribal Police Service, visit <https://www.wikwemikongpolice.ca/>

The Role - Chief Administrative Officer

The Wikwemikong Tribal Police Service is searching for a Chief Administrative Officer to support it in achieving its mission of providing effective and efficient policing services to the WTPS area. The CAO role is a civilian-support supervisory position and reports to the Chief of Police. The CAO will provide leadership, management, and executive support to the Chief of Police and the WTPS Board and serve as a member of the senior police management team, playing a key role in the development of strategic and business processes within the framework and priorities identified by the Chief of Police and the WTPS Board. The CAO will oversee the various departments for Finance, Human Resources, Executive Assistant, Administrative Assistant, IT, and Fleet/Facility.

This position involves daily contact with the public, police personnel and other justice partners. The CAO will have access to confidential information and 24-hour access to the police facility. The ability to respond, relay, and provide accurate and complete information in contributing to public safety always requires alertness and sound decision-making capabilities. As a result, this civilian support position is safety-sensitive, and the Service's Fit for Duty program applies.

Vision and Mission

Demonstrates knowledge of organizational purpose - why the police service exists; demonstrates ability to identify how the position of the Chief Administrative Officer relates to the police service vision, mission, and organizational goals.

Culturally Specific Knowledge of Service Area Population

Demonstrates community policing theory and philosophy appropriate for customs and culture for the Wikwemikong Unceded Territory. Must have awareness of First Nations culture and traditions, respectfulness, and sensitivity to the history and needs of Anishinaabe population when dealing with the public and other external partners.

Teamwork

Contributes positively to organizational performance goals and team morale; constructively contributes to team performance, willingly putting team goals ahead of individual goals; shows appreciation of the efforts of others; expresses disagreement tactfully and sensitively, gives feedback in a constructive and solution-oriented manner; works cooperatively with other team members; demonstrates creativity and initiative in improving strategies and processes for enhanced team and organizational effectiveness.

The Role continued

Analytical and Problem-Solving Skills

Demonstrates effective use of professional and analytical judgment in completing various tasks required in the Chief Administrative Officer job description.

Community Relationship Building

Demonstrates effective interpersonal skills to liaise and develop rapport with a variety of audiences, including members of the public, courts, team members, and other external partners. Treats people courteously and with respect and is friendly and approachable. Participates in proactive police community education events and other general events hosted by community groups and agencies.

Communication and Interpersonal Skills

Demonstrates excellent verbal and listening skills and written communication skills, including:

- Speaking clearly with proper volume and tone emphasis and in a respectful and confident manner in all situations.
- Giving concise, understandable, accurate directions/instructions.
- Listening carefully for total meaning.
- Submitting reports and required written information in a timely manner.
- Maintaining confidence as required.
- Effective interaction with the public and other agencies in an appropriate and professional manner (courteous, polite, and positive).
- Effective interaction with peers, coworkers, officers, and all others in the Police Service in a cooperative, respectful, and professional manner, including readily sharing own knowledge, credit, and responsibility.

The Role continued

Professional Growth and Behaviour

Participates in in-service and cultural and language learning opportunities and proactively pursues opportunities for self-development. Demonstrates personal attributes that confirm:

- Adaptability and flexibility, including readily accepting all assigned tasks and new work assignments and adjusting to changes in policy, procedure, methods, etc.
- Leadership skills, including taking control when appropriate or necessary; accepting responsibility and setting an example for others to follow; showing initiative and working well, independently and as a member of a team; possessing self-confidence and the ability to motivate others; supporting and building effective teams; analyzing and solving problems; making sound decisions; drawing from own experience to apply previously learned knowledge and skills, etc. to new or unfamiliar situations; learning from mistakes; using discretion/judgment to find appropriate solutions for all situations.
- Professional work ethics, including punctuality for work, breaks, court appearances, etc.; following schedule and appointments consistently; displaying appropriate professional behaviour, including the ability to separate personal and professional life, complete required tasks and remain calm and in control of emotions and behaviour in stressful situations; maintaining professional appearance in compliance with regulations and policies; attending work regularly (minimal incidents of absenteeism);
- Respect for authority, including accepting reasonable directions/orders without complaint or question, following the chain of command, and accepting constructive criticism.

Personal Presentation: Ethics, Values and Role Model Behaviours

Demonstrates positive outlook; accepts new job challenges for the benefit of services to the public; demonstrates role model behaviours both on and off-duty to reflect positively upon the police service.

Key Result Areas

Deliver Culturally Sensitive Approaches to Public Safety

[As Directed by the Strategic Planning Processes of the WTPS Board Commission]

- Demonstrate knowledge of the various cultural diversities of Manitoulin Island, especially specific to the Anishinaabe communities
- Communicate with members of the public and all justice partners in a sensitive and respectful manner
- Demonstrate respect for Anishnaabemowin traditions, language, customs, and culture while carrying out Administration duties
- Possess fluency/knowledge/understanding/willingness to learn and use the Anishinaabemowin language in the workplace

Contribute to Teamwork and Positive Working Relationships

- Develops and maintains effective internal and external relations with personnel of the police service and other justice partners achieved through appropriate communication and interpersonal skills. This includes but is not limited to, other police agencies, courts, and other Anishinaabe and non-Anishinaabe partner services located primarily in the WTPS service area
- Demonstrates cooperativeness and enthusiasm when assisting others in the workplace to meet deadlines and other assignments



Key Responsibilities

- WTPS Board Commission support
- Chief of Police executive support
- Establish effective policies and guidelines for the management and administration of WTPS (board, police, civilians, and review and establish guidelines when dealing with complaint system that has an element of accountability and transparency and, when appropriate, include restorative justice practices)
- Ensure a high quality of service and optimal resource management
- Actively involved by providing input and assist with guidelines of implementation of Wiikwemkoong applicable community laws that affect WTPS
- Provide efficient and effective communication flows between WTPS, Director of Operations, Chief and Council and community
- Must have a good understanding of how the police services operate on a First Nation
- Strategic planning: determine objectives and priorities with police services in the community
- Knowledge of tri-partite agreements and operational agreements; must be adequately engaged in these agreements
- Human resource management
- Support to finance officer budgeting, financial management and reporting
- Communications and operations management and information technology systems planning
- Participate in continuous learning: professional and personal development





The Candidate

The Chief Administrative Officer must have a history of demonstrated dynamic leadership and possess the following:

- A master's degree in business administration or has demonstrated strong administrative skills
- Excellent financial management skills: Planning, monitoring and reporting
- Supervisory experience – minimum five (5) years
- Negotiation and strategic planning skills
- Excellent human resource management, operations management skills, and IT management skills
- Policy development and writing skills
- Excellent interpersonal and public speaking skills
- Ability to handle multiple projects and meet multiple deadlines
- Excellent report writing and verbal communication skills
- Word processing skills of 40 words per minute (minimum)
- Proficiency in Microsoft Office software applications, with the ability to learn and master a variety of specialized software applications and databases used by the service
- Valid Class G driver's license

The Community

Wiwemikong Unceded Territory, Ontario

The Wiwemikong Unceded Territory is a First Nation community on beautiful Manitoulin Island, Ontario, Canada. Wiwemikong is an unceded First Nation in Canada, which means that it has not "relinquished title to its land to the government by treaty or otherwise." The Wiwemikong Unceded Territory has a registered population of 8,721, with an on-reserve population of 5,458. The community is fully serviced and includes a variety of local businesses, stores, and restaurants.

To learn more about the community, visit <https://www.wiikwemkoong.ca/>

To Apply

To apply, please submit a Cover Letter and Resume directly to Pathways Executive Search outlining your interest, qualifications, and experience.

For more details or to further explore this important leadership opportunity, please contact:

Laurie Sterritt • Managing Director

Pathways Executive Search

Telephone: 778-838-4569

LaurieS@PathwaysExecutiveSearch.com

Katy Gottfriedson-Jasper • Senior Consultant

Pathways Executive Search

Telephone: 250-318-6788

KatyGJ@PathwaysExecutiveSearch.com

Pathways Executive Search is a national recruitment firm offering Indigenous-focused professional services. With a mission to make recruitment and career journeys less challenging and more equitable, Pathways is guided by Indigenous values and principles of Indigenous inclusion, which underscore the capacity to build an inclusive process for all racialized and equity-deserving professionals.