



## IDENTIFICATION

Department	Position Title	
Justice	Manager, Community Policing	
Position Number	Community	Division/Region
82-10022	Yellowknife	Community Justice and Policing

## PURPOSE OF THE POSITION

The Manager, Policing is the senior law enforcement advisor to the Government of the NWT through the Community Justice and Policing Division and works in liaison with "G" Division in the areas of NWT Policing Services.

## SCOPE

Reporting to the Director, Community Justice and Policing (CJ&P), the incumbent will work independently to provide advice and support on NWT policing services and related issues to divisions and the Department of Justice as well as information and support to the Deputy Minister, Department of Justice. This includes providing a leadership role for interdepartmental and inter-agency work. In accordance with the Territorial Policing Services Agreement and the principle that policing is a shared responsibility. This position is the primary resource and support for NWT policing services to be delivered in partnership with Public Safety Canada and RCMP "G" Division. The position plays an integral part in setting the strategic direction for policing services in the NWT as well as in supporting effective community safety. The Manager is responsible for the design, development, engagement, implementation and on-going monitoring and evaluation of policing agreements with Indigenous communities.

The incumbent will need to pay particular attention to political and cultural dynamics to support positive long-term, respectful relationships. Through a collaborative and coordinated approach, this position will build trust and accountability in policing to strengthen relationships between the communities, RCMP "G" Division, Department of Justice, GNWT and federally to provide a culturally safe, organized, efficient, effective and progressive service which meets the needs and addresses the scope of this position. The position will promote and support policing approaches that are inclusive of communities respecting their culture, traditions and language as well as their capacity to address crime at the local level. The position



will ensure communities work in partnership with the RCMP to address community policing priorities in a manner that utilizes and meets their unique needs.

## **RESPONSIBILITIES**

### **1. Advance Territorial Policing Priorities**

- Assist with the evaluation of policing related programs and policies, support and collaborate to develop new programs and initiatives to accommodate constant changes with policing.
- Act as a change agent to move policing forward through program and community development.
- Serve as a contact for federal policing projects and programs delivered through Public Safety Canada, Indigenous Service Canada.
- Provide advice on the development, implementation and monitoring of policing priorities provided to the Commanding Officer on behalf of the Minister of Justice.
- Provide leadership in program and project planning and strategic solutions.
- Acts as the advisor for policing services for the Department of Justice, providing a full range of advice on policing and related duties.
- Coordinates the collection of statistical information and data necessary to make decisions on policing services, crime prevention, restorative justice, victim services and local justice issues.
- Advises, informs and guides new community policing programs and services using best practices and research.
- Advise in matters concerning short- and long-term strategic planning for policing services and crime prevention projects and assist with the development of goals and objectives.
- Develop and implement Divisional policy, procedures and standards based on best practices and research.

### **2. Foster Effective Communication and Relationship Building**

- Assist with correspondence, briefing notes, reports, presentation and media requests related to policing, crime prevention, restorative justice, victim services, survivor of sexual and family violence.
- Builds and maintains positive relationships and serve as a liaison with communities, non-governmental organizations, RCMP "G" Division, Indigenous Governments/organizations, GNWT partners as well as federal, provincial and territorial partners.
- Coordinate and attend meetings as required.
- Participates in initiatives designed to assist communities to understand the role and scope of policing, crime prevention, restorative justice and victim services; Participate



in initiatives designed to assist communities to actively participate in the development and implementation of a proactive and inclusive services as per the scope.

- Encourage an environment that promotes creativity and community driven solutions to policing issues and crime prevention initiatives.
- Provide staff orientation, training and supervision as required.

**3. Support and assist partners to build an effective, efficient policing, crime prevention, restorative justice, victim service, survivor support programs and services that reflect the needs of the communities and the NWT.**

- Coordinates and participates in financial planning, meetings and reporting as required.
- Supports the identification and prioritizing of demands or tasks related to policing, crime prevention, restorative justice, survivor supports, family violence, victim services and programs.
- Assist the partners to identify and analyze alternative models and best practices for community-based policing.
- Assist with the review of business cases and other planning documents

**4. Serve as the lead resource on First Nation Policing Policy Framework and Community Agreements in the NWT.**

- Supports the Director, Community Justice and Policing, Assistant Deputy Ministers, Solicitor and Attorney Generals, Deputy Minister, Minister and Government on broad policy, standards and regulatory issues affecting the integrity and efficacy of policing services in the territory and the achievement of the government's social, economic and fiscal policy priorities for those services.
- The Manager is responsible and accountable to ensure effective, efficient and culturally appropriate policing services are provided to meet the terms and conditions outlined in various policing agreements.
- Develops and delivers community engagement that supports the design and implementation of community consultative groups policing priorities and works with representatives to monitor, develop and address priorities.
- Administers agreements, evaluates budgets, reporting and prioritizes planning activities undertaken by RCMP and communities with the goal to ensure meaningful and ongoing engagement with communities and reduce duplication of any efforts on the part of all parties.
- The Manager, Policing will be required to develop and maintain open communication between various stakeholders within the GNWT, federal government, and other departments and agencies.
- Provide support to Indigenous organizations in the development of maintenance of Community Policing Agreements with the First Nation Policing Policy Frameworks Agreement.



## 5. Serves as the Territorial/Divisional Representative

- Assists in determining the strategic direction and policies related to policing in the NWT at a pan-territorial and national level.
- Represents GNWT Justice on policing-related working groups on behalf of the Director, Community Justice and Policing Division, ADM Solicitor General, Deputy Minister and Minister, as required.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands.

#### **Environmental Conditions**

No unusual demands.

#### **Sensory Demands**

No unusual demands.

#### **Mental Demands**

The incumbent deals with community representatives, professionals and senior management representatives that may have divergent perspectives and demands. The scope of the work can involve highly confidential, politically sensitive issues and tight deadlines. The work can also involve hearing of, and dealing with, the impact of crime and politics at the community level.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Communication skills, as well as the ability to adapt communication styles to accommodate different needs with tact and diplomacy.
- Conveys cultural safety, knowledge and understanding of the impacts colonization and residential school has had on the people of the Northwest Territories.
- Knowledge of legislation and policy relevant to information sharing and the justice system.
- Knowledge of trans-cultural environment sensitivity to others' situation/feelings.
- Knowledge of referral agencies/services available in the region and community, including traditional healers and elders.
- Computer skills including daily use of Microsoft Office Suite of programs.
- Ability to work independently and as part of a small team, geographically isolated from units providing similar work throughout Canada.
- Interpersonal skills to work effectively with a variety of people, frequently under stressful or time-limited conditions.



- Organization and team management skills, to build and sustain effective working relationships and work collaboratively with community groups and other service providers.
- Critical thinking, evaluation and analytical skills.
- Client-oriented including valuing diversity, being flexible, and maintaining confidentiality.
- Communication skills, both oral and written, emotional intelligence.
- Problem-solving skills, including mediation, negotiation, conflict resolution skills, non-violent crisis intervention and de-escalation skills to appropriately interact with clients, partners and the public.
- Ability to prioritize tasks, function and produce results in a team setting and be resourceful and innovative.
- Ability to work independently with minimal supervision.
- Ability to communicate in an Indigenous language of the region served would be an asset.
- Ability to plan and facilitate programming, training and workshops.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Post-secondary education in social science and five years of relevant experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)



French preferred

**Indigenous language:** Select language

Required  
 Preferred