



Director of Civic Initiatives and Community Safety

Regular Full-Time (exempt from the union)

Competition No. 24-25

\$145,834 - \$165,721 annually (2024 rates)

About Our Community:

Located on the traditional territory of the ləkʷəŋən Peoples, the Township of Esquimalt is committed to building strong and enduring relationships with the Esquimalt and Songhees First Nations.

The Township of Esquimalt, with a population of over 17,000 is recognized as a vibrant, distinct, resilient, and diverse community for people to discover, feel welcome and belong. The Township is home to Canada's Pacific Navy and boasts extensive amenities including beautiful parks and beaches, scenic waterfront walkways as well as modern recreational facilities.

About Our Organization:

With a high performing, progressive Council and leadership team, and dedicated, engaged staff, the Township is an organization committed to working collaboratively to continue making Esquimalt one of the most desirable places to live, work and play.

About the Opportunity:

The Township is seeking a Director of Civic Initiatives and Community Safety to fill a unique leadership role within the organization. Reporting to the Chief Administrative Officer, the Director will be responsible for the development and implementation of the Township strategic initiatives program, including oversight of the Council Priorities Plan and key projects within that plan. The Director will also lead the Community Safety Services team, including bylaw enforcement, building inspection activities, emergency management, and liaison with municipal policing services.

The types of projects and initiatives this Director will oversee is expected to change over time. Two examples of current responsibilities include oversight of the development the new Public Safety Building, and Project Director for the exploration of new policing service delivery models for Esquimalt.

Our Preferred Candidate:

We are looking for an innovative team-player who has excelled in building strong relationships with residents, elected officials, colleagues and external partners. They must be able to think strategically, but it is critical that they can roll up their sleeves and get things done in service delivery, projects and change initiatives. We are looking for experienced senior-level leaders who have been effective in a broad range of management, operational and administrative roles, ideally in a local government setting.

Why You Will Love Working for the Township of Esquimalt:

- You will work with an innovative team that works collaboratively to achieve service excellence in the community;
- The Township boasts a positive company culture where we honour differences and safeguard equity and inclusion, and employees find their work rewarding, challenging and fun;
- The Township offers continued career and professional development opportunities; and,
- The position offers a competitive salary, a comprehensive benefits plan, and a supportive work environment.

Prior to applying, please review the attached job description.

Please submit your resume with covering letter quoting Competition No. 24-25 by **4:00 pm on May 9, 2024**, to: hr@esquimalt.ca.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.

Date posted: April 11, 2024

1229 Esquimalt Road
Esquimalt BC V9A 3P1
t. 250-414-7101
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www.esquimalt.ca

ESQUIMALT POSITION DESCRIPTION

Pos. No: 160

EFFECTIVE DATE: APRIL 2024

Reviewed: April 10, 2024

Approved by: CAO

Position Title:	Director of Civic Initiatives and Community Safety
Department/Division/Section:	Civic Initiatives and Community Safety Services

POSITION FUNCTION

Reporting to the Chief Administrative Officer (CAO), the Director of Civic Initiatives and Community Safety is responsible for two aspects of municipal services. First, the Director supports the CAO in the development and implementation of the Township's strategic initiatives, including oversight of key civic projects. Second, the Director leads the Community Safety Services department, including bylaw enforcement, building inspection activities, emergency management, and coordination of policing services.

The position has four direct reports: Emergency Program Manager; Bylaw Management Officer, the Senior Building and Plumbing Official and the licencing clerk.

KEY DUTIES

Contribute to Township-wide leadership and culture, enabling effective service delivery across departments and participating as a high functioning member of the senior Leadership Team.

Seek creative solutions to complex municipal challenges while developing and implementing tools to deliver operational excellence and support Council's strategic aims.

Oversee critical short- and long-range municipal-wide special projects and plans.

Lead business process reviews and audits of programs and services to achieve efficiencies and improve service delivery.

Liaise between the Township and the police agency of jurisdiction on policing services rendered in the Township.

Plan, organize, develop, and manage policing and law enforcement liaison, community policing and crime prevention initiatives, bylaw enforcement, security, investigation, and inspection activities.

Act as the Corporate Security Officer for the Township; coordinate community risk assessment and analysis.

Oversee the Emergency Management program for the Township.

Provide Township management support in liaison with Police, Fire, and Emergency Medical Services during disaster and emergency responses.

Oversee bylaw enforcement services within the Township.

Contribute to the public relations activities of the Township as they pertain to public awareness, citizen inquiries, inter-agency cooperation, and effectiveness.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

Proven leadership, management, and organizational skills

Adaptable and strategic thinker with the capacity to lead change

Strong communication skills, both verbal and written

Excellent relationship building and interpersonal skills

Proven ability to build partnerships in the community and working proactively with other governments, First Nations, and the public

Genuine, collaborative, high emotional intelligence

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Relevant Baccalaureate or assessable equivalent in education and experience.

Experience:

Minimum of 6 years of related senior level experience involving a broad range of management, operational and administrative responsibility, preferably in a local government setting.

Experience with strategic planning, project management, implementation of business efficiency and performance management

Experience in policing and law enforcement, crime prevention, bylaw enforcement, security, and investigations, would be an asset.

Certification:

The successful candidate should be capable of gaining a Canadian Federal Government security clearance sufficient to be able to interact effectively with police agencies on classified matters. A valid British Columbia driver's license is also necessary.

OTHER

Length of time to become familiar with job duties and responsibilities: 12 months.