

Executive Director

Alberta Association of
Chiefs of Police (AACCP)

Job Posting and Application
Process

March 29, 2019

Position Overview and Role Constitution:

Reporting to the President of the Board of Directors, Alberta Association of Chiefs of Police (AACP), the Executive Director is responsible for the strategic planning, marketing, program development and administration of the AACP – including the Board of Directors, sub-committees, and the ALERT Board of Directors. The Executive Director acts as a leadership resource to ensure governance excellence and the efficient and effective administrative operations of the AACP. He/she will represent the AACP externally at international and national forums and meetings to further the organizational mission and strategic direction. The Executive Director will also work collaboratively and in partnership with AACP members, government ministries and municipal policing agencies to ensure annual performance objectives for the AACP are achieved.

This position is constituted as a full-time, consultant contractor with the AACP. For the purposes of reporting, contract management will occur between the contractor and the President of the Board of Directors, AACP. Hours of work will be negotiated as part of the consultant contract and a weekly schedule that outlines regular hours of work is expected. This role will also require weekend time commitments throughout the year. Time balancing will be used to adjust work hours to accommodate for this. The President, AACP with input from the Board of Directors, will conduct annual performance assessments on the Executive Director. Work product and performance will be specified in the consultant contract.

Qualifications:

- 5-10 years of experience in public administration, management or government relations.
- Knowledge of policing practice, national and provincial law enforcement organizations, provincial policing legislation and emerging trends & issues.
- Undergraduate university degree, or a combination of relevant education and work experience.
- Knowledge of public safety and community well-being.
- Career experiences that demonstrate alignment to the position accountabilities and administrative exposure.
- Highly organized with the ability to manage multiple demands in a prioritized, planned and thoughtful manner.
- Demonstrated commitment to values-based leadership and adherence to the importance of public service and its independence from political influence.
- Demonstrated ability to build and maintain collaborative relationships and partnerships both internally and externally.
- Superior communication and listening skills and demonstrated respect for diversity of opinion. Ability to communicate in a written format clearly and concisely to internal and external groups, individuals and teams. Excellent understanding of e-mail etiquette.
- Experience developing communication strategies and disseminating communications via various media and social media platforms.
- Experience conducting research (gathering, analyzing, synthesizing data and information)
- Ability to travel for meetings/conferences provincially, nationally and internationally.
- Experience arranging, coordinating and hosting large seminars and conferences with diverse guest speakers and a large number of attendees.
- A successful security clearance is required.

Applications (cover letter and resume) must be addressed to the President, AACP and submitted via email to Ms. Laura Boettger at lboettger@camrose.ca no later than 5:00 PM April 26, 2019.

Application Process:

1. The job will be posted externally on the AACP Website from April 5, 2019 to April 26, 2019.
2. The Job Posting and Application Process will be sent to all members, member organizations and other applicable external agencies for awareness and distribution internally within their organizations.
3. Applications (cover letter and resume) will be addressed to the President, AACP and submitted via email to Ms. Laura Boettger at lboettger@camrose.ca no later than 5:00 PM April 26, 2019.
4. All applications will be reviewed and assessed against position accountabilities by the selection committee. The selection committee consists of the President, AACP, two Board of Director members and a Human Resources support person.
5. A short list of 3-4 candidates will be selected for the next phase – the interview phase. Only those short-listed candidates will move forward in the selection process. Those who are not short-listed will be informed the week of April 29, 2019 – May 3, 2019.
6. Interviews will be scheduled for May 13 - 24, 2019. Candidates moving forward will be advised of the time and location of the interview May 6 - 10, 2019 .
7. Interviews will be approximately 60 minutes and will be conducted by the selection committee. Interviews will be a combination of situational and behavioral questions.
8. After the interviews have been completed, a preferred candidate or preferred candidates will be selected. Only these individuals will be required to provide

references. A final selection on the successful candidate will only be made after the reference review.

9. The Board of Directors will make the final selection with key input from the selection committee. The following elements will be considered as part of the final selection – the formal application, the interview process and the reference review.
10. The President, AACCP will communicate the final decision to the successful candidate as well as unsuccessful candidates.
11. The announcement of the successful candidate is tentatively scheduled for early June, 2019 and is contingent on the negotiation and approval of the consultant contract.