

JOB DESCRIPTION – RCMP OFFICE MANAGER/HUMAN RESOURCES COORDINATOR

GENERAL ACCOUNTABILITY

Reporting to the Operations Support NCO Quesnel RCMP Detachment and the Director of Corporate and Financial Services, the incumbent is responsible for providing effective operational support to the Detachment Senior Management by supervising the functions carried out by the municipal staff within the Quesnel RCMP Detachment.

The incumbent shall be responsible for the supervision of all City of Quesnel Municipal Employees at the Quesnel RCMP Detachment (Clerks, Front Counter Clerks, Exhibits, Guards, Victim Services). The RCMP Office Manager/Human Resources Coordinator will ensure that all operations within the scope of the municipal employees are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with operational policies and procedures.

The incumbent will also be responsible for supporting the Human Resources Advisor with other City HR duties in addition to handling all HR related to the RCMP municipal staff.

KEY RESPONSIBILITIES OF THE RCMP OFFICE MANAGER

- Incumbents' day to day operations will be coordinated with the Operations Support NCO of the Quesnel RCMP Detachment and the Director of Corporate and Financial Services.
- Develops and maintains effective working relationships with all Municipal and Public Service personnel employed at the Quesnel RCMP Detachment.
- Provides leadership and oversees the daily activities of assigned areas, sets priorities, schedules work assignments and co-ordinates and supervises Municipal Staff Employees.
- Maintains attendance records, assigns shifts, approves vacation requests, timecards in HRIS My Way and overtime for Municipal staff.
- Manages and schedules training for Municipal Employees.
- Oversees that logistical and supply needs are met for the operations of the RCMP Detachment guardroom.
- Involved in operational audits and processes involving municipal staff.



- Participates by assisting Detachment Senior Management in Municipal Employee recruitment, conducts new hire orientation, assists in staff development, training and general performance management, and participates in the interview process.
- Supports Health & Safety policies and procedures by ensuring staff compliance. Conducts regular staff meetings, recommends training, follows up on related incidents and addresses issues as necessary through corrective action.
- Develops and maintains a high level of communication and interaction with senior management, supervisors and constables of the Quesnel RCMP Detachment, providing assistance and support by effectively addressing a wide variety of inquiries.
- Ensures compliance with the policies and procedures of the City of Quesnel and the Quesnel RCMP and maintains strict confidentiality as required.
- In the PRIME environment, conducts research projects and crime analysis for the Detachment Senior Management.
- Assists the RCMP Detachment Senior Management with the development and implementation of operating policies and procedures, internal recording documents, best practices and ensures compliance with the associated legislations and regulations as it relates to the duties of Municipal employees in carrying out their duties.
- Performs related duties as required.

KEY RESPONSIBILITIES OF THE HUMAN RESOURCES COORDINATOR

- Responsible for all HR duties related to RCMP staff including job postings, updating job descriptions, recruitment, discipline, etc.
- Provide administrative support to the HR department under direction of HR Advisor as needed and backup for the HR Advisor when absent.
- Assists with recruiting tasks such as reviewing resumes, conducting and scheduling interviews, hiring, and following up with candidates
- Compile and process employee documentation and records and keep the employee database up to date
- Assist with policy updates



REQUIREMENTS

Education and Experience

- Post Secondary Diploma or Degree in Business Management or Human Resources Management. An equivalent combination of education and experience will also be considered.
- Must obtain and be able to maintain an enhanced RCMP security clearance.
- Must be able to work effectively with minimal supervision.
- Must be able to express oneself clearly, both orally and in writing.
- Must have the ability to exercise courtesy and tact when dealing with RCMP members, outside agencies, media and members of the public on potentially sensitive matters.
- Preferred experience working in a police environment with considerable knowledge in implementation of policing policies and procedures including working knowledge of Police Records Information Management Environment (PRIME), Canadian Police Information Center (CPIC), Police Information Retrieval System (PIRS).
- Preferred knowledge of legislation in areas of disclosure and the release of Police records through Police Information Checks and disclosure to other Federal and Provincial Agencies.
- associated with purchasing equipment and supplies.
- Ability to provide leadership and direction to subordinates.
- Minimum 2 years supervisory experience in a unionized environment
- Experience with conflict resolution and negotiation skills
- Advanced skills in computer applications including Microsoft Office products (Word, Excel, and Outlook)
- Valid BC Class 5 Driver's license

HOURS OF WORK:

40 hours per week