



The Belleville Police Service is now accepting applications for Full-Time Director of Human Resources. Please review the job description below that details desirable qualities and skills required.

The starting salary is \$121,707 and the top of the five-step grid is \$139,186 (2025 rates of pay). The work location for this position is in-person, with the ability to work remotely on an ad-hoc basis. Hours of work are 40-hours per week, Monday through Friday, working 8-hour shifts or a 10-hour compressed work week. There will be the occasional need for overtime dependent on operational needs. Notable perks include access to the Employee Assistance Plan (EAP), Health & Dental Benefits, Long-Term Disability Insurance Coverage, OMERS Pension, and on-site fitness facilities.

To make an application you must create an online profile with the Belleville Police Service website ([www.bellevilleps.ca](http://www.bellevilleps.ca) > 'Careers' > 'Current Opportunities'), and upload all below documentation as applicable:

- Cover letter
- Resume
- Copy of Diploma and/or Degree(s) of educational achievements

Additional supporting documentation you may submit includes:

- Letters of reference related to employment or community service
- Professional Designation (*i.e.* *CHRP/CHRL/CHRE*)

**Completed application packages must be submitted no later than August 10, 2025.** A full selection process (including assessments and interviews) will follow.

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

By applying, you agree that the statements made by you are true, complete, and correct to the best of your knowledge. Further, you understand that any falsification of statements, misrepresentations, and/or deliberate omission or concealment of information may be considered just cause for dismissal.

Please note that the Belleville Police Service is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise the HR Unit if you require accommodation for testing, interview, or employment purposes.

Please visit the Belleville Police Service website, [www.bellevilleps.ca](http://www.bellevilleps.ca), to obtain further information on the Service.

# **JOB DESCRIPTION, CIVILIAN MEMBER**

**Position Title:** DIRECTOR OF HUMAN RESOURCES

**Association:** BELLEVILLE POLICE SENIOR OFFICER ASSOCIATION

**Division:** EXECUTIVE SERVICES

**Section:** EXECUTIVE SERVICES

**Immediate Supervisor:** CHIEF OF POLICE

**Hours of Work:** FULL-TIME: 40 HOURS PER WEEK, MONDAY – FRIDAY (DAYS).  
ELIGIBLE FOR COMPRESSED WORK WEEK

**Remote Work:** ELIGIBLE FOR AD-HOC

## **POSITION OBJECTIVES**

As a member of the Executive Leadership Team, the Director of Human Resources is responsible for the overall management and direction of the Human Resources Unit operations of the Service. Responsible to provide management for all core human resources functions and services.

## **POSITION RESPONSIBILITIES**

### **➤ GENERAL**

1. Perform duties in a manner that reflects the Service's Vision, Mission Statement, and Motto.
2. Operate within the regulations, policies, and procedures established by the *Community Safety and Policing Act*, the Belleville Police Service Board, and the Chief of Police.
3. Participate as a member of the Executive Leadership Team in organizational planning activities. Provide information, advice and recommendations to Executive Leadership Team and Police Services Board in relation to human resources issues.
4. Develop, implement, and oversee the achievement of long and short-term strategic human resource plans and objectives; provide leadership to members of the Human Resources Unit; ensure activities are aligned with the objectives of the Belleville Police Service (BPS) including, but not limited to; goals and objectives set out in the BPS Strategic Safety Plan, BPS Procedures, corporate plans and directives from the Executive Leaders.
5. Address human resource impacts of collective agreement changes, new legislation and contractual agreements including qualitative and quantitative analysis with recommendations for contract negotiations.

6. Lead, provide direction, guidance and oversight to the members of the Human Resources Unit. Conduct performance interviews and submit performance evaluations.
7. Manage and maintain data and information. Prepare monthly, quarterly, and annual reports for the Chief and Executive Leadership Team, the Police Services Board and appropriate government agencies.
8. Attend professional seminars and conferences to obtain up-to-date information on human resources issues.
9. Liaise and collaborate with counterparts from other police services and government representatives at various levels, to foster partnerships and exchange information on human resource issues and best practices.
10. Act as a Commissioner of Oaths, as required.
11. Perform other duties as required, assigned or directed by the Chief of Police or designate.

➤ **HUMAN RESOURCES**

1. Participate and advise on labour relations matters. Maintain an understanding of and ensure compliance with employment related legislation, and the Belleville Police Service collective agreements, procedures and policies. Provide advice and guidance to the Executive Leadership team regarding interpretation and compliance with contractual agreements, Policing Standards as they relate to personnel administration, labour and employment related legislation and employment policy and procedure.
2. Conduct research, provide information and act as a resource to the Executive Leadership Team and Belleville Police Service Board with regards to labour relations and collective bargaining activities. Provide guidance and direction on collective agreement language to ensure consistent interpretation and compliance, and communicate past practices and decisions made.
3. Direct, oversee, and participate in all components of the recruitment, selection, and orientation process for internal and external candidates, ensuring that the job requirements, selection procedures, testing standards, and interview processes are legislatively compliant, efficient and effective.
4. Foster and maintain employee relations. Communicate with members and develop and implement employee programs and personnel policies and procedures.
5. Oversee and assist with the management of the member injury/illness and absence reporting processing including but not limited to: ensure proper reporting procedures are followed; ensure correct documentation is received, distributed and reported within procedural and legislated timelines; liaise with member; communicate with supervisor; report to, communicate and liaise with WSIB/LTD; support and facilitate accommodation and return to work process; etc.
6. Coordinate compensation strategy objectives, including programs and activities needed to meet the operational needs and legislated requirements of the Service.

7. Oversee and administer, on behalf of the Police Services Board, the group benefit plans by meeting with insurance and carrier representatives, reviewing plan details, recommending and implementing plan changes, responding to member inquiries, communicating with members, verifying monthly billing information.
8. Oversee and administer, on behalf of the Police Services Board, the OMERS pension plan, respond to member inquiries, and communicate with client services, and the City of Belleville's Human Resources department.
9. Oversee and administer, on behalf of the Police Services Board, the Early Retirement Incentive Plan By-Law, by reviewing eligibility, meet with inquiring applicants and explain the criteria and procedures, prepare the report to the Chief of Police, process incentives according to the By-Law.
10. Ensure the overall integrity and consistency of the Job Evaluation Program and Pay Equity Legislation compliance. Participate in the Pay Equity Committee process as a management representative.
11. Oversee, monitor and enhance health, safety and wellness in the workplace. Provide guidance and direction that relates to member wellness activities, employee assistance programs, ergonomics, workplace investigations, etc. Participate as a member of the Joint Health and Safety Committee.

*Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.*

## **QUALIFICATIONS**

### **Education, Experience and Certifications**

#### ***Required***

- Successful completion of University Degree in Human Resources, or related field.

#### ***Preferred***

- Masters degree in related field.
- Professional Designations/Certifications CHRP/CHRL/CHRE.
- 10+ years of progressive human resource experience.
- Minimum of five (5) years in a senior leader/managerial role.
- Experience in a unionized/association environment.

### **Skills and Qualifications**

- Advanced theoretical and practical knowledge and understanding of principles and practices of effective Human Resources Management.
- Strong ability to think and act strategically and manage risk.
- Previous leadership, management and supervisory experience.
- Strong understanding of the business planning process.
- Discretion, good judgement, and confidentiality in dealing with sensitive and highly confidential issues.
- Strong technology skills – proficient in the use of databases and computer software related to human resources and financial management, and willingness to learn and implement new technology.
- Ability to interact diplomatically, tactfully and confidentially.

- Strong ethics and ensures integrity and trust are maintained.
- Excellent interpersonal skills and customer service approach.
- Superior communication skills including listening, speaking, keyboarding, reading, writing and editing ability.
- Ability to communicate in a professional manner and ensure accurate information is conveyed.
- Ability to complete work with a high degree of thoroughness, accuracy and attention to detail.
- Experience coaching, influencing, mentoring, consulting, and conflict resolution.
- Well-developed time management, planning, prioritization, and organizational skills in order to manage and respond to shifting needs and multiple important requests with deadlines.
- Ability to identify and solve problems, utilize effective analytical reasoning and decision-making skills, act independently and make recommendations.
- Strong initiative, self-motivation and ability to work independently.
- Ability to collaborate as an effective team member with a result-driven approach.

## CONTACT AND HUMAN RELATIONS

Reports directly to the Chief of Police. Manages and supervises the Human Resources Generalist. Works internally with all members of the Belleville Police Service. Works externally with the City of Belleville's Human Resources and Finance departments; the Workplace Safety and Insurance Board; SunLife; Canada Life; members of the public as it pertains to recruitment (i.e. potential candidates, references, college/university representatives, job fair vendors, etc.)

## SUPERVISORY ACCOUNTABILITY

Responsible for providing leadership, guidance, counselling, assistance, direction, and supervision to the Human Resources Generalist. As well, the Director of Human Resources is required to conduct performance interviews and submit performance evaluations.

## PHYSICAL AND MENTAL DEMANDS ANALYSIS

\*F = **Frequently** indicates task is performed more than 10 times per hour or usually performed in the working conditions indicated

\*SO = **Sometimes** indicates task is performed less than 10 times per hour or is periodically performed in the working conditions indicated

\*SE = **Seldom** indicates task is only rarely performed or the working conditions indicated are only rarely encountered.

1. *Lifting / Carrying (less than 15 lbs):* F ☐ SO ☐ SE ☒ \_
2. *Lifting / Carrying (15 – 35 lbs):* F ☐ SO ☐ SE ☒ \_
3. *Lifting / Carrying (over 35 lbs):* F ☐ SO ☐ SE ☒ \_
4. *Pushing / Pulling:* F ☐ SO ☐ SE ☒ \_
5. *Handling / Gripping:* F ☒ \_ SO ☐ SE ☐ \_
6. *Keyboarding:* F ☒ \_ SO ☐ SE ☐ \_
7. *Reaching – Above / Below Shoulder Ht.:* F ☐ SO ☐ SE ☒ \_
8. *Sitting:* F ☒ \_ SO ☐ SE ☐ \_
9. *Standing:* F ☐ SO ☐ SE ☒ \_

10. Walking: F \_\_\_ SO \_\_\_ SE X  
 11. Climbing (Stairs, Ladders, Etc.): F \_\_\_ SO \_\_\_ SE X  
 12. Bending / Stooping: F \_\_\_ SO \_\_\_ SE X  
 13. Crouching / Kneeling: F \_\_\_ SO \_\_\_ SE X  
 14. Twisting (at waist): F \_\_\_ SO X SE \_\_\_  
 15. Hearing – Normal Required: F X SO \_\_\_ SE \_\_\_  
 16. Vision – Normal Required: F X SO \_\_\_ SE \_\_\_  
 17. Cognitive Ability – Memory, Judgement, etc.: F X SO \_\_\_ SE \_\_\_  
 18. Cognitive Ability – Handle Pressure / Stress: F X SO \_\_\_ SE \_\_\_  
 19. Working Environment – Outside (All Weather): F \_\_\_ SO \_\_\_ SE X  
 20. Working Environment – Inside (Climate Controlled): F X SO \_\_\_ SE \_\_\_  
 21. Working Environment – Inside (Not Controlled): F \_\_\_ SO \_\_\_ SE X  
 22. Noise – Exposed To > 85 db: F \_\_\_ SO \_\_\_ SE X  
 23. Congested Worksite (Enclosed Space): F \_\_\_ SO \_\_\_ SE X  
 24. Driving – Car / Pick-up Truck: F \_\_\_ SO \_\_\_ SE X  
 25. Driving – Heavy Truck / Vehicle: F \_\_\_ SO \_\_\_ SE X  
 26. Rotating Shifts: F \_\_\_ SO \_\_\_ SE X

#### **OTHER WORKING CONDITIONS/ ENVIRONMENT**

- Willingness to do overtime, as required, dependent on the needs of the Service.
- Willingness to travel dependent on the needs of the Service, as required.
- Exposed to multiple screens for extended periods of time.
- Sitting in a continuous fixed position in front of a computer for extended periods of time.