



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Professional Standards Assistant
BRANCH: Corporate Services
UNIT: Professional Standards
REPORTS TO: Staff Sergeant – Professional Standards
PAY SCALE: Level 7 to Level 11

CORE COMPETENCIES

The **Professional Standards Assistant** is responsible for the orderly operation of general duties within their assigned Unit, as well as the efficient transfer of information and communications received by the Thunder Bay Police Service. General core competencies required to be successful in this position are:

| Competencies | Requirements |
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| Accountability and Excellence | <ul style="list-style-type: none">• Align behaviours to organizational and ethical values of trust, integrity, leadership, inclusivity, and collaboration.• Address others whose behaviours are contrary to TBPS values.• Demonstrate required level of job-related skill.• Focus efforts on achieving standards of excellence through continuous improvement and ongoing development.• Comply with all relevant codes of conduct, policies, and procedures.• Exercise self control, adaptability, and flexibility in stressful or difficult situations.• Accept responsibility for own actions regardless of consequences.• Respect the dignity, human rights, equity, diversity, and inclusion of others. |

| Competencies | Requirements |
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| Decision Making | <ul style="list-style-type: none"> • Apply established guidelines and procedures to make informed decisions. • Seek guidance as needed when the situation is unclear and involves the right people in the decision-making process. • Consider consequences of decisions including the impact on others and the TBPS. • Reach decisions that are consistent with established procedures and TBPS values. • Assess the effectiveness of decisions and responds accordingly. |
| Interaction and Influence | <ul style="list-style-type: none"> • Promote team goals, share the workload, and assist others. • Give credit and acknowledge contributions and efforts of peers. • Treat others fairly, ethically, and with value — communicating openly and building trust. • Effective written and verbal communication skills – clear, concise, and suited to others’ level of understanding. • Demonstrate cooperation, collaboration, and consensus-building when working with others within or outside the TBPS. • Ability to accept and act on constructive criticism. • Effectively communicate using strategies to achieve common goals, influence, and gain support of others. |
| Social & Cultural Competency | <ul style="list-style-type: none"> • Demonstrate a professional, empathetic, and objective demeanour. • Able to effectively interact, work and develop meaningful relationships with people of various ethnical, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnical, cultural, and social background is different from one’s own. • Able to recognize and manage one’s own behaviours, moods, and impulses to create an inclusive, equitable and welcoming environment within the TBPS. • Able to use one’s own experiences to relate to and work with all ethnical, cultural, and social groups. |

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| <p>Attention to Detail</p> | <ul style="list-style-type: none"> • Pay close attention to details that are important to make ensure they are correct. • Ensure accuracy and completeness of work. • Spot inconsistencies or discrepancies that indicate problems with quality of work. • Verify that work has been done according to applicable policies, procedures and standards. |
| <p>Information Management</p> | <ul style="list-style-type: none"> • Use appropriate procedures to collect, organize, retrieve, maintain, and disseminate information. • Demonstrate awareness of key types and sources of information needed to perform duties. • Effectively uses technology and/or systems to manage information pertinent to the position. • Ensure appropriate security protection, storage, and maintenance of information. • Respects confidentiality of information. • Knowledge of computer applications pertinent to position. |

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Professional Standards Assistant** is responsible and accountable to the Staff Sergeant – Professional Standards for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Conducts policy research and actively participates in the creation and ongoing review of all TBPS policies.
- Consults with TBPS subject matter experts in the course of policy development
- Maintains an employee accessible database of the TBPS Policy and Procedure manual and ensures posted information remains current
- Maintains an electronic database that documents changes in individual policies including drafts, related correspondence and previously published versions.
- Responds to internal and external requests for information regarding TBPS policies and procedures.
- Provides clerical services for the Professional Standards and Risk Management units.
- Provides relief for the Training Assistant.
- Upon the advice and approval of the Professional Standards Staff Sergeant, prepare summaries of legislation and regulations for the Thunder Bay Police and reports for the Police Services Board.

- Develops and modifies electronic forms to comply with policy adjustments or where otherwise required.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- A graduate of post secondary education in Business Administration or equivalent field preferred.
- Minimum three (3) years related experience or an equivalent combination of education and experience.
- Demonstrated ability to communicate in a clear and concise manner, including the ability to address issues in a professional and courteous manner.
- Expert proficiency in Microsoft Office and related software to an accomplished level, including Microsoft Word, Excel, and Adobe Acrobat.
- Ability to effectively prioritize and execute tasks in a high-pressured environment.
- Exceptional organization skills and attention to detail.
- Exceptional reading and writing skills
- Superior ability to establish and maintain effective working relationships with other departments, co-workers, and peers.
- Ability to react with appropriate level of urgency to situations that require quick response or turnaround.
- Ability to maintain a high level of integrity and discretion in handling confidential information.

WORKING CONDITIONS

- Required to work a dayshift on a Monday to Friday schedule, 40 hours per week.
- Work is preformed in a standard work environment with minimal adverse working conditions.
- Located in a comfortable indoor area. Conditions could produce mild discomfort such as moderate noise.

TESTS & ASSESSMENTS

Candidates may be subject to any of the following tests and assessments for this position.

- Application review
- Performance Appraisal review
- Disciplinary record review
- Panel Interview

APPROVAL:

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| Prepared by: Inspector G. Snyder #714 | Initial Date Created: March 15, 2022 |
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| Last Updated: March 15, 2022 | Revision #: 000 |