



THE THUNDER BAY POLICE SERVICE

POSITION DESCRIPTION

POSITION: Constable – Community Inclusion Team
BRANCH: Operational Support
UNIT: Community Outreach
REPORTS TO: Sergeant – Community Outreach
PAY SCALE: As per the Uniform Collective Agreement, Schedule A

CORE COMPETENCIES

The **Constable – Community Inclusion Team** 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
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
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 ethnic, cultural, and social backgrounds. • Recognize and respect diversity through communication and actions in all contexts. • Show respect and openness towards someone whose ethnic, 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 ethnic, cultural, and social groups.

Community Engagement	<ul style="list-style-type: none"> • Demonstrate professional, empathetic, and objective demeanour when dealing with all ethnical, cultural, and social groups. • Participate in policing and community partnership events. • Enhance partnerships and communication with diverse community groups. • Demonstrate service excellence consistent with the strategic plan. • Actively promote Thunder Bay Police Service as an employer of choice. • Proactively initiate projects and increases awareness of programs targeting community issues.
Planning and Organization	<ul style="list-style-type: none"> • Plan and organize work. • Identify the importance of tasks and prioritizes time accordingly to ensure completion of all tasks within time frame. • Make effective use of available resources to meet work objectives. • Monitor the attainment of objectives and/or quality of the work completed.
Providing Advice and Guidance	<ul style="list-style-type: none"> • Keep current with changes related to area(s) of expertise and disseminates relevant information. • Provide advice and guidance to others on issues related to area of expertise. • Analyze implications of proposed course of action to mitigate risk. • Identify and propose solutions that take into consideration all parties involved in a situation. • Adapt strategies to take into account evolving trends and best practices.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

The **Constable – Community Inclusion Team** is responsible and accountable to the **Sergeant Community Outreach** for the efficient and timely performance of the assigned duties and responsibilities. Specific responsibilities shall include but not be limited to:

- Work collaboratively with the Community Inclusion Team (CIT) Coordinator to develop & implement strategies to foster positive communications and relations between Thunder Bay Police Service and the Indigenous communities, agencies, organizations, and other diverse individuals and groups.

- Building and maintain relationships with Indigenous and diverse members of the community.
- Deliver programming and presentations that assist in creating new and maintain stakeholder relationships in both Thunder Bay, Fort William First Nation and other communities in the Northwest.
- Liaise between police operations and indigenous community and/or organizations including representing the service on committees as directed by Senior Staff or the supervisor.
- Assist other units within the Thunder Bay Police Service upon request, specifically, as a liaison with culturally sensitive incidents as necessary.
- Provide the Indigenous community with information about police procedures & services.
- Liaise with other police and enforcement agencies throughout Canada regarding community integration and cultural diversity initiatives (especially NAPS and APS).
- Provide presentations on the CIT to other sworn members. Other training about the work of the unit, as required (e.g. for cadets, academic days and new staff)
- Promote the Thunder Bay Police as a career opportunity for members of the Indigenous community and other diverse groups by participating in career fairs & other community events in conjunction with Human Resources recruitment team.
- Collaborate with the member of the team to provide quarterly and other reports as required.
- Collaborate and conduct outreach activities aimed at promoting awareness of the CIT including but not limited to TBPS, ceremony, and community (e.g. pow wows, BBQs, unity walks)
- Perform role as a Provincial Liaison Team member as required.
- Work with youth including youth organizations and educational agencies to build trusting relationships.
- All other duties as assigned within the core competencies.

QUALIFICATIONS

- Must hold the rank of 2nd Class Constable or greater.
- Demonstrated experience working in a culturally sensitive environment.
- A self-starter who thrives in a team setting and can work independently.

- Effective organizational and communication skills, with the ability to deal with the public and external agencies in a professional and courteous manner and develop and delivery presentations.
- Demonstrated knowledge and experience in Microsoft Office related software to an accomplished level, including Microsoft Word, Excel, and PowerPoint is essential.
- Ability to provide innovative approaches to community issues in partnership with external organizations and individuals.
- Must be physically fit and able to perform primary response policing functions.

WORKING CONDITIONS

- Required to work 8-hour shifts consisting of 5 on, 2 off with occasional flex shifts to meet the operational requirements of the unit. Planned flexible shifts or hours may be required from time to time to perform some tasks.
- Work is primarily performed in a standard office environment with minimal adverse working conditions with outside work from time to time.
- May be required to travel to northern communities by plane, truck, ice roads and sleep in less than ideal accommodations.
- Located mainly in a comfortable indoor area, except when field work is required. Conditions could produce mild discomfort such as moderate noise or exposure to various environments.

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:

Prepared by: Staff Sergeant J. Anderson #388	Initial Date Created: June 23, 2022
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