



Executive Director and Chief of Staff

Lead the Future of Police Governance in Toronto

About The Toronto Police Service Board

The Toronto Police Service Board (Board) is the civilian body that oversees the strategic direction and governance of the Toronto Police Service, one of North America's largest municipal police forces. Operating independently of the Service, the Board sets priorities, approves budgets, develops policies, and monitors performance to ensure policing is effective, accountable, and aligned with public interest. The Board is composed of seven civilian members appointed by the Province and the City of Toronto, the Board also serves as the employer of all police personnel, handling labour relations, collective bargaining, and oversight of disciplinary processes.

About the Role

The *Executive Director and Chief of Staff* is the most senior staff role at the Toronto Police Service Board, offering a unique opportunity to shape the future of civilian oversight in one of the world's most diverse and dynamic cities. This position is instrumental in advancing public trust, accountability, and safety through modern, transparent policing and drives the momentum behind the Board's strategic direction, policy innovation, budget leadership, media engagement, and high-stakes government and stakeholder relations. The *Executive Director and Chief of Staff* role demands *bold* leadership, strategic insight, and the ability to navigate complex relationships across government, police leadership, and community partners. The *Executive Director and Chief of Staff* is the Board's trusted advisor and strategist, helping navigate complex issues and modernize policing in Canada's largest city.

This is a rare opportunity to redefine how policing is governed, delivered, and experienced in Toronto, shaping the systems that build safer communities and stronger public confidence.

Essential Candidate Traits

- *A compelling communicator* who can unite, motivate, and empower high-performing teams.

- *Politically savvy* and skilled at balancing governance, public expectations, and operations.
- A *skilled collaborator* who builds strong relationships across government, police leadership, and diverse communities.
- A *change leader* capable of advancing the Board's modernization agenda while maintaining public trust and institutional credibility.

Key Responsibilities

Strategy & Governance

- Lead the development and delivery of the Board's strategic plan.
- Direct policy formulation, performance assessment, and governance practices to ensure accountability and effective oversight.
- Effective and strategic management of the Board Meeting Agenda and forecasting, aligning Service management reporting, audit reporting and board policy reporting.
- Establish and monitor KPIs for Board effectiveness and stakeholder engagement.

People Leadership

- Oversee Board Office staffing, HR functions, and performance management to build a high-performing, collaborative team.
- Serve as liaison to police leadership on employment matters and support innovative HR practices within the policing context.

Finance

- Lead budget planning and oversight for both the Board and the Toronto Police Service, ensuring alignment with priorities and year-over-year efficiency improvements.
- Manage the Board's Special Fund and audit processes, ensuring funding decisions support strategic goals.

Communications

- Develop and deliver strategic communications to enhance transparency, public trust, and understanding of the Board's role.
- Build and maintain relationships with stakeholders, government bodies, and community partners to position the Board as a thought leader.

Risk Management

- Identify and mitigate legal, financial, and reputational risks through proactive strategies and oversight of legal matters.
- Oversee contract negotiations and legal counsel engagement to protect the Board's interests, at the direction of the Board.

Measurable Outcomes

- Successful implementation of Board priorities, modernization initiatives, and governance frameworks that enhance public safety and service delivery.
- Strengthened relationships and collaboration across government, police leadership, and community organizations, with measurable improvements in transparency and trust.

- Effective management of Board Office operations, including budgeting, policy development, and human resources, aligned with best practices and fiscal accountability.
- Elevated public profile of the Board through the coordination of strategic communications, media engagement, and representation in provincial, national, and international forums.

Qualifications

Postgraduate degree in social sciences, law, or public administration, plus at least five years in a senior executive role within government or a comparable public sector agency, or an equivalent combination of education and experience.

To apply for this key role, submit your application to **Phelps** by clicking:

<https://rebrand.ly/xa0d zx3>

Application deadline: **October 3, 2025**

To learn more information, visit our website at <https://phelpsgroup.ca/>

