



Position Title: Manager of RCMP Administrative Services

Competition #2025-E04

Number of Positions: 1

Work Schedule: Monday to Friday, 35hr Work Week, with the potential to participate in the Modified Work (flex) Program

The Town of Sidney, located on the Saanich Peninsula, is a vibrant waterfront community with a population of over 12,000. The Town provides a high energy, creative, and collegial work environment that supports balanced professional and personal activities.

The Town invites those who share our values of *Excellence in Public Service* and *Teamwork* to apply for this exciting career opportunity.

Reporting to the Detachment Commander and the Town's Chief Administrative Officer, this hands-on management position oversees and directs the day-to-day administrative support of the Detachment. The Manager of RCMP Administrative Services is responsible for maintaining the overall integrity of RCMP applications, records management systems, and support section work processes in compliance with applicable legislation, policies and procedures. The incumbent acts as a liaison between the Town and the RCMP on various human resources, financial, building maintenance, and administrative issues and ensures that all applicable Town policies, contracts, rules, regulations, and agreements are administered properly. This role also provides oversight of the detachment's building and ground maintenance, project management, and unit security. Obtaining and maintaining a current RCMP Enhanced Reliability Clearance is an *essential* condition of this position.

To be considered for this position, applicants should have the following qualifications:

- Diploma in Leadership, Business or Public Administration, Human Resources Management, Occupational Healthy & Safety, Conflict Resolution, or Project Management.
- Pacific Regional Training Centre & RCMP provided courses (e.g. CPIC Maintenance, PRIME – Records Management System).
- Conflict resolution training and experience.
- 5 years experience in a supervisory or management role.
- Obtain and maintain a current RCMP Enhanced Reliability Clearance.
- Possession of a valid Class 5 B.C. Driver's Licence.

The following additional qualifications would also be beneficial:

- Pacific Regional Training Centre and RCMP provided courses (e.g. Court Subsystem, Master Name Index, Corporate Management & Comptrollership Workshop, TEAM, and HRMIS).
- Project management training and experience.
- Experience utilizing RCMP database applications (including and not limited to PRIME, CPIC).
- Experience in a supervisory/management role in an RCMP office environment.
- Understanding of core employee positions with the ability to fill in due to absences or backlog.
- Equivalent combination of training and experience.

This position is removed from the bargaining unit with a 2025 salary range is \$106,605-\$118,450 (adjustment pending) with a starting salary based on qualifications and experience. It also includes an excellent benefits package. A detailed job description is available on the Town's website at [Sidney.ca](https://www.sidney.ca).

Please submit any accommodation requests when you apply or at any point during the competition process.

Please submit your cover letter and resume to the attention of Human Resources, quoting **Competition #2025-E04 Manager of RCMP Administrative Services**, to careers@sidney.ca.

This posting will remain open until filled.

We thank all applicants for their interest, however, only those selected to participate in the competition process will be contacted.