



Position Title: PRIME Coordinator

Competition #2026-U18

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 Manager of RCMP Administrative Services, this position serves as the detachment's primary resource and subject matter expert for the Police Records Information Management Environment (PRIME) system. This position identifies issues related to data management and recommends improvement, ensures data integrity, and supports RCMP members and administrative staff. This role includes identifying records management trends through reviews and audits of operational file data, developing detachment-level policies and Standard Operating Procedures (SOPs), informal training for detachment end users, and recommending best practice improvements to the management team. This position requires a high level of independence, attention to detail, and the ability to train and support users in a dynamic policing environment while ensuring compliance with RCMP policy, federal/provincial statutes, and data governance standards.

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

- Completion of Grade 12, supplemented by post-secondary courses in, criminal, justice, law enforcement, or legal administration.
- Minimum five years' experience working with PRIME (or PROS) RMS.
- Experience in developing and delivering in-house training as a subject matter expert.
- Obtain and maintain an RCMP Enhanced Reliability Security (ERS) Clearance.

Legal ability to work in Canada is a requirement of this position.

The following additional qualifications would also be beneficial:

- Completion of the following police training courses:
 - PRIME – Records Management System
 - PRIME – Master Name Index
 - CPIC

This is a regular, full-time CUPE Local 374 position with a 2026 wage of \$39.17/hour and 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 #2026-U18 PRIME Coordinator**, to careers@sidney.ca.

The closing date for receipt of applications is 4:00 pm on Monday, October 19, 2026.

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