



## NOTICE OF COMPETITION

**Job Title:** Chief Executive Officer (CEO) – Commissionaires Victoria

**Location:** Divisional Office, 928 Cloverdale Avenue, Victoria, BC

**Reports to:** The Board of Governors

**Pay:** Pay will be commensurate with qualifications and experience.

**Hours of Operation for Office:** 8:00 AM to 4:00 PM, Monday to Friday, excluding statutory holidays.

**Commissionaires, Victoria, the Islands and Yukon Division**

### POSITION SUMMARY

The Canadian Corps of Commissionaires, Victoria, the Islands and Yukon Division (CVIY) is seeking a new CEO. The Division of almost 1000 employees is part of a national not-for-profit organization, comprised of 15 like-minded private sector corporations, with a mandate to promote the cause of veterans through the creation of meaningful employment opportunities for former members of the Canadian Armed Forces, Allied Forces, the RCMP, and others who wish to contribute to the security and well being of Canadians.

Pursuant to Board policies and strategic direction, the CEO provides CVIY with strategic and operational leadership to ensure a thriving business, primarily in the security guard industry, in fulfillment of the Division's mandate.

The successful candidate should be prepared to make a minimum five-year commitment to the position.

### JOB DUTIES, RESPONSIBILITIES AND KEY ACCOUNTABILITIES

1. Fosters and maintains a productive relationship with the Board of Governors through compliance with Board Policies, ensuring the Board receives timely and complete reporting on the operational management, administration, human resources, policy direction, and financial performance and controls of the Division.
2. Provides organizational leadership and oversight.
3. Ensures the on-going viability and growth of the Division by developing for Board approval the Division's strategic plan, reporting on progress and/or risks addressed, and evaluating results achieved.
4. Generates organizational commitment to the vision and to action that is aligned with the organization's strategic direction and business plans and is in general support of the objectives of the Federation Strategic Plan.

5. Seeks out and cultivates new business opportunities for employment of Commissionaires within the Division that align with the Division's social mandate.
6. Strengthens the Division's brand/reputation by establishing and maintaining effective relations with all stakeholders, including clients, regulatory authorities, government agencies, union officials and the business community at large.
7. Oversees the cost-effective delivery of security and enforcement services to clients throughout Vancouver Island, the Gulf Islands, Haida Gwaii and the Yukon Territory, and supports a robust ISO 9001 quality management system.
8. Builds and maintains effective relationships with Commissionaires Canada, (the federation of 15 Commissionaire Divisions), by actively contributing to and participating in national and regional initiatives.
9. Ensures fair and consistent treatment of all employees with uniform application of corporate policies, values and practices.
10. Develops, inspires and directs an effective leadership team to achieve the Division's objectives, initiatives, and financial sustainability.
11. Promotes an effective communication and marketing program to grow market share, and oversees media relations.
12. Performs other duties as requested by the Board.

## **ESSENTIAL QUALIFICATIONS FOR THE POSITION**

### **Education and Experience**

1. Minimum Bachelor's degree from a recognized university, or an acceptable combination of relevant education, training and experience.
2. Experience in transforming a business vision into clear strategies to achieve the desired results.
3. Experience in establishing, developing and maintaining innovative business partnerships, relations with union officials and working with colleagues nationally and regionally.
4. Experience in strategic and operational planning and execution, marketing and public relations.
5. Proven success and experience in business development.

6. Proven success and experience in capitalizing on opportunities and challenges.
7. Minimum 10 years progressive, results-oriented experience in a strategic and operational leadership role.

### **Knowledge and Skills**

1. Knowledge of financial systems, controls and budgetary reporting procedures.
2. Strong interpersonal and communications skills.
3. Excellent organizational, team building, problem solving, and decision making skills.
4. Ability to promote a productive and harmonious work environment.
5. Self-awareness and the ability to read situations accurately, responding effectively and adjusting to changing conditions.
6. Good computer skills, including familiarity with Microsoft Office Suite applications.

### **DESIRABLE ATTRIBUTES**

1. Experience in the security industry.
2. Understanding of public and private sector business operations.
3. American Society for Industrial Security (ASIS) Certified Protection Professional (CPP) accreditation.
4. Former member of the Canadian Armed Forces, RCMP or other police force.

### **APPLICATIONS**

Applications must be received by the closing deadline of 4:00 PM (PST) on Friday, 03 June 2016. Please direct any questions and e-mail your résumé with covering letter in confidence to the Selection Committee, c/o Manager of Human Resources, at [ron.warmald@cviy.ca](mailto:ron.warmald@cviy.ca)

For further information, please go to our website at <http://www.commissionairesviy.ca/>