



HAMILTON POLICE SERVICE (HPS)
JOB OPPORTUNITY

FULL TIME BUSINESS AND PROGRAM EVALUATION SPECIALIST (R)

Posting #2024 – 037R

Available to: Internal and external candidates

Job Title: Business and Program Evaluation Specialist

Status: Full-time Permanent

Department/Unit: Strategic Initiatives

Salary: Schedule 9E \$79,574 to \$93,616 annually (rates as of 2023).

Posting Date: October 23, 2024 and **closes November 13, 2024 (repost)**

Primary Job Location: Central Police Station, 155 King William Street, Hamilton, Ontario

Hours of Work: Monday to Friday from 0800 to 1600

SUMMARY

About HPS

Hamilton Police Service is comprised of four divisions, plus a training facility, that provide frontline and investigative services to Hamilton's more than 580,000 residents.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary

Reporting to the Staff Sergeant Strategic Initiatives, the Business and Program Evaluation Specialist will design, plan and lead the implementation of evaluation frameworks, needs assessments and conduct research projects. The position will also be responsible for the implementation of initiatives to support the Hamilton Police Service in achieving its goals and objectives through the provision of effective program management and program evaluation.

Duties, but not limited to

(Please refer/request the job description for a detailed list of the job duties)

- As the Subject Matter Expert, assists the Staff Sergeant in evaluating HPS programs, projects and pilot initiatives by working with stakeholders to define goals, objectives and scope.
- Using business analysis methodologies and tools, such as business process mapping to identify efficiencies and develop continuous program and workflows improvements initiatives by identifying pain points and policy gaps for consideration /implementation.
- Conduct requirements gathering and evaluation sessions with relevant stakeholders for multiple strategic projects and service wide initiatives to inform project charters and business cases.
- Conducts research relating to service excellence and operational processes to support business improvements, inclusive of collaborating with stakeholders, assessing input and concerns, collecting data and analyzing results. Reports findings and recommendations to the Staff Sergeant to identify next steps.
- Supports the Strategic & Business plan(s) by aligning project goals objectives and developing key metrics, and key performance indicators including logic models.
- Coordinates and liaises internal and external stakeholders to support and ensure project alignment with strategic priorities.
- Initiates and conducts ongoing jurisdictional, environmental and market scans to keep informed and apprised of current and emerging issues to identify opportunities to enhance build frameworks to support planning and process reengineering practices.
- Performs and advises strategic and operational policing/public safety issues and analyzing options available for response which may include develop/recommendations to the Service.
- In consultation, represents and participates in implementing approved strategic and operational project initiatives with internal and external stakeholders. Participating member on the Strategic Steering Committee, responsible for quarterly reporting.

- Research, prepare, complete packages including grant writing for external funding opportunities, special pilot project opportunities.
- Perform other duties, as assigned, which are related to the major responsibility of the job.

Education & Experience

- Minimum three (3) year University Degree in Business Administration, Strategic Management, Information Systems or a related field.
- Minimum two (2) years of experience in research, program evaluation, continuous improvement, project management and/or change management.

Certificates & Licenses

- Must possess a valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

Skills & Competencies

- Exceptional interpersonal, communication (written and verbal), training and presentation skills.
- Demonstrated knowledge and experience with project management and change management methodologies and practices.
- Demonstrated experience in evaluation thinking to improve outcomes including quantitative and qualitative evaluation/research methods.
- The ability to work independently with minimal supervision, as well as in a team setting.
- Computer proficiency, including Microsoft Office (Word, Excel, and PowerPoint).
- Ability to manage multiple projects and tasks and ability to set appropriate priority levels.

APPLICATION INSTRUCTIONS

If you or someone you know are interested in this position, forward an updated resume & cover letter via email to recruiting@hamiltonpolice.ca. In the subject line of your email please include: posting number (2024-037R), job title, and your name. The closing date is November 13, 2024.

Hamilton Police Service is committed to creating a workplace culture that is inclusive and reflects the diversity of the communities we serve. We strongly encourage applications from diverse communities, including Indigenous peoples, persons from racialized groups, 2S&LGBTQIA persons, persons with disabilities, those who are able to speak fluently in another language(s) as well as anyone committed to a rewarding career in public service.

Hamilton Police Service is also committed to a fair and equitable recruitment and selection process, as well as in building, mentoring, and retaining a talented and diverse workforce representative of the communities we serve. We thank all applicants; however, only those candidates selected for testing and/or an interview will be contacted.

