



**DIRECTOR-IT, DIGITAL EVIDENCE, RECORDS MANAGEMENT
AND FREEDOM OF INFORMATION
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON (GHQ)
Posted: January 19, 2026
Closing: February 2, 2026
Salary: \$173,383.99-\$191,157.74
Job ID: GHQ-09-26**

The Nishnawbe Aski Police Service requires one (1) member of our Senior Leadership Team for the position of **DIRECTOR-IT, DIGITAL EVIDENCE, RECORDS MANAGEMENT AND FREEDOM OF INFORMATION** for our General Headquarters, based in Thunder Bay, ON. This is a full-time position and will work Monday-Friday, 35 hours/week. This civilian position will have membership with the Ontario Pension Board pension plan, comprehensive benefits package 100% employer paid, management days and will be a member of the Senior Members Association.

Summary:

Reporting to the Deputy Chief of Police, the Director of Information Technology (IT), Digital Evidence Management System (DEMS), Records Management and Freedom of Information (FOI) is responsible for providing strategic leadership, operational oversight and management, and continuous development of the organization's IT systems and infrastructure.

This includes overseeing the implementation and operation of DEMS, supporting both the operational and administrative needs of the police service. The role also encompasses the administration of access to information and protection of privacy, and ensures the accuracy of Records Management documents, providing clarification, guidance, and operational solutions to end users of NICHE RMS as well as many other specialized NICHE RMS duties in order to meet operational and legislated requirements.

Education and Experience:

- Bachelors' Degree or Post-Graduate Certificate in equivalent fields.
- Minimum of ten years' experience in related fields, five of which in a supervisory or senior-level role, consulting role.

Applicants **must** be able to pass a background check and produce a satisfactory criminal record check.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- Those contacted for an interview will be required to provide three (3) professional references upon request.

Closing date for applications is **Monday February 2, 2026 at 4:00 p.m. EST**. Please quote **Job ID: GHQ-09-26** on your application and the subject line of your email. All completed packages **MUST** be sent, **as a single PDF document**, to:

INTERNAL APPLICANTS: iresume@naps.ca
EXTERNAL APPLICANTS: eresume@naps.ca

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca.

*****We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted*****