POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE:	Security Practitioner		
DEPARTMENT:	Campus Security and Emergency Services		
POSITION NUMBER:	00132288		
GRADE:	4	EFFECTIVE DATE:	June 13, 2013

JOB SUMMARY:

Working as a member of the Campus Security and Emergency Services Team, the Security Practitioner provides front line security services to the Queen's University community in keeping with the department mandate to promote a safe and welcoming environment that recognizes and is respectful of the diverse nature of the Queen's Community. Reporting directly to the on-duty Security Supervisor on a shift by shift basis, answers calls for assistance from community members while actively patrolling properties by vehicle and on foot.

KEY RESPONSIBILITIES:

- Assist the Security Supervisor in dealing with any and all issues of safety, including the protection of staff, students, and those affiliated with Queen's University
- Respond promptly and appropriately to requests for assistance while simultaneiously being able to communicate thoroughly and effectly with the Supervisor and the Emergency Report Centre
- Act as a representative for the Department of Campus Security when dealing with various external community partners and internal units and departments
- Advise on safety and security matters and provide valid input towards imporving campus security
- Patrol university premises to prevent and detect signs of distress and ensure security of doors, windows, gates, and general grounds
- Answer to alarms and calls for distress and investigate disturbances accordingly
- Write reports of daily activities and irregularities
- Provide valid warnings to persons who create disturbances, and apprehend or evict violators if required
- Escort those who feel threatened or in danger safely to their vehicles, residences or faculty / department buildings

REQUIRED QUALIFICATIONS:

- Must possess and maintain an Ontario Security Guard License, issued by the Ministry of Community Safety and Correctional Services.
- Must be physically fit, alert, and capable of extensive walking (8- 12 km per shift in all weather conditions) and working outside of regular operating hours.
- Ability to communicate clearly and effectively both verbally and in writing. Basic computer skills will be required.
- The position will require a valid class G driver's licence with a clear driving record.

- Post-secondary education in the field of Private Security or Law Enforcement is considered an asset as is updated First Aid/CPR training.
- Must be willing to work rotating shifts and irregular overtime, often at short notice.

SPECIAL SKILLS:

- The position requires responsible and perceptive individuals who are capable of monitoring and assessing a variety of situations. Candidates must be mature individuals with the ability to respond quickly, in a manner that demonstrates good judgement based on clearly established policies and procedures. Candidate s for the position of Security Practitioner must be able to work effectively and respectfully in a socially and culturally diverse community
- Must be familiar with and able to enforce the provisions of the Criminal Code of Canada, the Trespass to Property Act, the Youth Criminal Justice Act and the Queen's Code of Conduct.
- Knowledge and experience with fire alarm procedures; fire fighting and intrusion detection systems would be an asset.
- The ability to "think on one's feet" to respond immediately and effectively to a wide variety of situations, some involving physical danger to the supervisor or others, is essential.
- Must use discretion and good judgment in dealing with sensitive or confidential information, including the ability to discern when sensitive issues should be referred to more senior staff in the department and/or university.
- Ability to adhere to strict confidentiality.
- In the event of a critical incident, or should the Security Supervisor become incapacitated in anyway, the Security Practitioner will be required to fill the role of the Supervisor in an acting capacity.

DECISION MAKING:

The Security Practitioner must be able to make quick decisions regarding issues to be reported to the Security Supervisor. The candidate must be able to make recommendations to the supervisor based on observed facts as they arise and be prepared to respond to the situation as directed.

SIGNATURES:

Date

_____ _____

Incumbent

_____ _____

Manager

_____ _____

Department Head/Director or Designate