

## Job Description



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<b>Job Title:</b>	Director, UW Special Constable Service
<b>Department:</b>	University of Waterloo Special Constable Service
<b>Reports To:</b>	University Secretary & General Counsel
<b>Jobs Reporting:</b>	Shift Supervisor – Sergeant, Investigative Coordinator and Administrative Sergeant, Administrative Assistant
<b>Salary Grade:</b>	USG 15
<b>Effective Date:</b>	January 2016

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### **Primary Purpose**

Reporting to the University Secretary & General Counsel, the Director, UW Special Constable Service (Director) is accountable for delivering Special Constable and security services for the University of Waterloo community. The Director maintains an effective, symbiotic working relationship between the University of Waterloo Special Constable Service and Waterloo Regional Police Service [WRPS]. The incumbent serves as a resource to the Emergency Control Group.

### **Key Accountabilities**

#### **Strategic Planning and Goal Development**

- Develop a strategic plan for the University of Waterloo Special Constable Service congruent with the University's plans and informed by the University's practice of community policing
- Develop goals and objectives the University of Waterloo Special Constable Service, congruent with the strategic plan
- Oversee the implementation of the University of Waterloo Special Constable Service strategic plan
- Oversee contract security assigned to the satellite campuses, specific areas on the main campus and occasional assignments to special events on campus.
- Act as a resource to the Emergency Policy Group in planning emergency management strategies and in responding to declared emergencies

#### **Operations and Financial**

- Management of the operation, including budgeting, planning and deployment of resources
- Development of a Special Constable/security program to ensure effective security/law enforcement/education within the resources available

#### **Resource Management**

- Maintain knowledge and ensure professional development of staff with respect to Criminal Code of Canada, relevant provincial statutes and University policies and procedures, as appropriate
- Supervise the University of Waterloo Special Constable Service staff, define roles and responsibilities and ensure they have adequate skills, knowledge and abilities to perform their duties
- Co-supervise the Emergency Planning Coordinator and, with the Director of Safety, define roles and responsibilities, and ensure the incumbent has adequate skills, knowledge and abilities to perform assigned duties
- Maintain a system for regular review of policing reports and records
- Determine when supplemental security or Special Constable forces are required for University events and make necessary arrangements
- Ensure University facilities are properly secured for purposes of personal safety and that property is appropriately and adequately protected

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- Oversee all investigations related to criminal offences and provincial offences to the extent of the incumbent's authority
- Act as a resource for University policy investigations
- Ensuring a fully functioning, fully trained Special Constable Service with special constable authorities
- Participate in crisis response to ensure effective and efficient management
- Implement and support new programs and systems re: communications, surveillance, radios, records keeping, emergency response, etc.

### **Community Outreach/Support**

- Design and deliver information programs to inform the campus community re: security and services offered by the University of Waterloo Special Constable Service
- Meet with University community groups etc., to assist in resolving problems and conflicts
- Meet with community stakeholders and external policing agencies to discuss policing issues, building relationships, resolve problems and seek advice.
- Develop and maintain procedures and practices with respect to mutual cooperation between the University and WRPS

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Preference will be given to candidates that are eligible for special constable status under the Police Services Act.
- Maintaining a clear Police Vulnerable Sector Check is a requirement of this position

#### **Experience**

- The successful incumbent has excelled in progressively senior roles in security or law enforcement, including several years of demonstrated effectiveness as a leader in positions of significant responsibility, preferably in a large complex decentralized organization, or similarly complex environment.

#### **Knowledge/Skills/Abilities**

- Job specific experience, computer skills
- Intermediate Excel skills
- Interpersonal skills. The incumbent needs to remain calm and in control throughout difficult and sensitive situations.

### **Nature and Scope**

- **Contacts:** This position will work with senior administration at UW, interested parties, public stakeholders as well as any internal staff, faculty and students.
- **Level of Responsibility:** Under legislative and legal requirements, the University and its Officers and Directors must exercise due diligence. This position is responsible for provision of expert advice and compliance as it pertains to the security and safety of the entire campus including satellite campuses.
- **Decision-Making Authority:** The Director is expected to fulfill the role of incident commander, providing critical leadership, coordination and guidance directly to the President and Vice-President(s), Deans or other senior leaders as may also be required.

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- **Physical and Sensory Demands:** Varied physical positions, occasional concentrated sensory use particularly during program development, resolving concerns and responding to incidents.
  - **Working Environment:** Multiple demands made simultaneously for important decisions / actions; many actions could result in public criticism, confrontation or other unpleasant consequences. There is frequent pressure to provide assistance and handle emergency situations and the possibility of risk to personal health and safety. Incumbent remains on call outside regular working hours.