Job Description

Job Title:	Executive Director, Safety, Security, and Transportation
Department:	Vice-President, Administration and Finance Office
Reports To:	Vice-President, Administration and Finance
Jobs Reporting:	Director of Safety; Director of Special Constable Services; Manager, Sustainable Transportation; Emergency Planning & Fire Safety Officer; Sustainable Transportation Specialist; Communications Coordinator
Salary Grade:	USG 17
Effective Date:	August 2025

Primary Purpose

The Executive Director, Safety, Security, and Transportation (ED, CSST) provides strategic and operational leadership across four mission-critical portfolios: 1) health, safety and environment, 2) emergency management, 3) special constable services, and 4) sustainable transportation and parking. Reporting to the Vice-President, Administration and Finance, the ED ensures a safe, inclusive, and environmentally responsible campus through institution-wide strategies that promote compliance, operational excellence, and stakeholder engagement.

This role supports institutional resilience and risk mitigation, particularly in crisis situations, and fosters a proactive safety culture that enables the university's academic, research, and administrative priorities. As a senior advisor and member of the Emergency Management Policy Group, the ED aligns campus operations with legislative frameworks and sector best practices, while maintaining strong relationships with internal stakeholders and external partners in law enforcement, emergency services, and transportation.

Key Accountabilities

Strategic Leadership, Oversight and Governance

- Provides executive oversight of the Safety Office, Emergency Management, Special Constable Services, and Sustainable Transportation units.
- Develops and maintains a university-wide safety, environmental, security, and transportation strategy aligned with the institutional mission and values.
- Serves as a key advisor to senior leadership on safety, security, risk management, and compliance matters.
- Oversees budgeting, revenue generation, and customer service standards for all reporting units.
- Analyzes operational data and reports, including but not limited to: key performance indicators, operational effectiveness, resource, servicing and inventory tracking, to evaluate effectiveness and support informed decision making, continuous improvement, and strategic advancement.
- Ensures compliance with all applicable federal, provincial, and municipal regulations, escalating critical issues to the Vice President, Administration and Finance as necessary.
- Develops innovative and collaborative solutions to monitor risk and manage complex issues and challenges with sound judgement, tact, integrity, and diplomacy.
- Recommends to the Vice President, Administration and Finance resource requirements to fulfill the service mandate through the development of three-year budget forecasts.

- Identifies and forecasts for the acquisition of capital equipment requirements to ensure compliance with legislation, codes, and regulations and service delivery needs.

Human Resources Management

- Provides effective leadership, mentoring, strategic planning, and operational execution across all services under the portfolio, ensuring cohesive, high-performing teams and a shared commitment to service excellence, compliance, and continuous improvement.
- Partners with department leadership and HR, to ensure effective recruitment, selection, performance management, training and professional development of professional and operations staff.
- Participates in negotiations with unionized groups and in resolution of grievances.
- Develops and monitors metrics to ensure the organization operates efficiently and effectively, and within budget.

Health, Safety and Environment services

- Provides strategic leadership and oversight for health, safety and environment operations including policy and compliance accountability, hazardous waste management, research safety programs, training, injury prevention and claims management.
- Oversees the management of risk related to compliance with the Occupational Health & Safety Act and other related federal and provincial legislation.
- Collaborates to foster a culture of safety, risk management and due diligence.
- Monitors and assesses safety risks and implements mitigation strategies.
- Manages processes for violence risk assessment and mitigation.

Emergency Management and Fire Safety services

- Provides strategic direction and oversees the emergency management and fire safety prevention functions.
- As a member of the Emergency Management Policy Group (EMPG), informs strategic policy decisions and continuous improvement of the Emergency Response Plan.
- Plays an active role in managing emergencies, including overseeing the administration of the emergency control group and leading the emergency planning strategy.
- Responsible for communicating the latest developments and updates in emergency management and response strategies to university leadership and relevant stakeholders.
- Accountable for ensuring there is an optimal strategy and implementation plan for effective communications for alerting the campus community during emergencies.
- Ensures compliance with Ontario Fire Code and municipal agencies related to fire prevention and fire safety plans. Collaborate to ensure that fire systems comply with the Code.

Special Constable and Security services

- Provides strategic leadership and oversight for campus Special Constable and security operations.
- Champions a de-escalation-focused, community-based model of policing that fosters trust, transparency, and inclusion.
- Oversees collaboration with law enforcement and emergency services to coordinate response protocols and joint initiatives, including compliance with the Community Safety & Policing Act.
- Monitors and assesses campus safety and security risks and implement mitigation strategies.
- Responsible for creating a strong ongoing partnership with the WRPS, developing and maintaining collaborative and synergetic practices and procedures.

Sustainable Transportation services

- Provides strategic leadership and oversight for campus parking operations, including policy development, permit systems, enforcement, and infrastructure planning.
- Ensures parking services are accessible, efficient, financially sustainable, and aligned with sustainability and transportation goals.
- Oversees the effective operation and continuous improvement of the UW shuttle and parking programs by monitoring budgets and directing resources to ensure service excellence and system modernization.
- Provides executive oversight for the implementation of the Campus Master Plan as it relates to transportation, parking, and campus safety infrastructure.
- Collaborates with the Sustainable Transportation Specialist and Manager, Parking, to develop and lead workplans and initiatives to institutional sustainability and mobility objectives.
- Serves as the primary liaison to regional and municipal transportation services, representing the university's interests and advocating for shared mobility solutions.

Required Qualifications

Education and Qualifications

- University degree in a related field (e.g., Public Administration, Emergency Management, Occupational Health and Safety, Law Enforcement, Environmental Studies); or equivalent combinations of education and experience.
- Professional designation in Health and Safety including Canadian Registered Safety Professional (CRSP), Registered Occupational Hygienist (ROH/CIH) and/or equivalent.
- Valid Class 'G' Ontario driver's license with no more than six demerit points.
- Extensive ongoing professional development is required to maintain competency.
- Exhibits professionalism, integrity, and ethical behavior in all interactions and duties

Experience

- Minimum of 10 years' progressive management and leadership experience in a field related to health, safety or security.
- Experience as a leader in positions of significant responsibility, with a proven track record of achievement managing health, safety and/or security functions, preferably in a large complex decentralized organization, or similarly complex environment.
- Demonstrated ability to interpret and apply legislation and standards across multiple areas (e.g., OHSA, Fire Code, Accessibility Standards, Criminal Code).
- Strong background in enterprise risk, public safety, and policy development.
- Substantive experience with building collaborative relationships with diverse stakeholder groups and senior leadership.
- Demonstrated capacity and experience in managing budgets.

Knowledge/Skills/Abilities

- Deep knowledge of federal and provincial legislation and standards applicable to public safety, security, occupational health and safety, emergency management, environmental compliance, and accessibility.
- Established strategic leadership, including the ability to assess risks, innovate, and apply sound judgement to decision making.
- Ability to direct the implementation and maintenance of information management and other

operational systems.
- Experience in developing short- and long-term organizational safety and security strategies aligned with organizational objectives.
- Demonstrated ability to lead through change, manage sensitive issues, determine appropriate actions, and respond in a composed, confident manner while dealing with highly stressful and/or emotionally charged situations.
- Ability to apply good judgement in enforcing university policies and practices while maintaining confidentiality.
- Excellent oral and written communication skills, including public speaking, report writing, and stakeholder engagement skills.
- Excellent conflict resolution, negotiation, and active-listening skills to address concerns, de-escalate tensions, and ensure a community-centered approach to public safety.
- Capable of remaining flexible and open-minded in dynamic and evolving situations.
- Proven ability to build and maintain relationships within the community, including students, staff, faculty, and campus visitors, in addition to external agencies.
- Ability to build trust within a diverse community, fostering a sense of safety and inclusion for all campus community members.
- Proven organizational and time management skills to deal effectively with multiple demands, conflicting priorities, and deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); ability to learn and use institutional systems quickly and effectively.

Nature and Scope

- **Contacts:** Deals with confidential materials and must exercise sound judgement, tact, unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle emotional and highly sensitive matters. This position works with senior administration at the university, interested parties, public stakeholders, as well as staff, faculty, students, and visitors to campus. Communication with external agencies such as law enforcement and emergency services will occur as needed. Resolves situations as a consensus facilitator with creative abilities to achieve success for the University. Liaises with professional and government regulators and agencies representing the University on matters that are highly sensitive, confidential and critical to the deliverables of the University of Waterloo.
- **Level of Responsibility:** This position is responsible for the provision of expert advice and accountability for compliance as it pertains to the health, safety and security of the entire campus including satellite campuses. Operates with a high degree of autonomy and is expected to exercise sound judgment in day-to-day operations and long-term planning decisions. The Executive Director oversees and directs compliance with multiple federal, provincial and municipal acts and regulations, as well as enforcement of the Criminal Code of Canada, provincial statutes, and by-laws.
- **Decision-Making Authority:** The Director is expected to provide critical leadership, coordination, and guidance to senior leaders as required. This position is responsible for providing direction and guidance to ensure that all reasonable precautions are taken to demonstrate due diligence.
- **Physical and Sensory Demands**: This position demands a high level of focus, resilience, and discretion. The Executive Director must be able to respond rapidly and effectively to urgent and often sensitive incidents, balancing multiple streams of information and competing priorities. Varied physical positions, prolonged sitting, and occasional concentrated sensory use, particularly during program development, resolving concerns and responding to incidents.

- **Working Environment:** Multiple demands made simultaneously for important decisions and actions. May be required to aid and handle emergency situations. Involves visiting varying work areas and locations indoors and outdoors at all times of the year normally within Monday to Friday hours. However, varying schedules is often required to respond to events and incidents.

**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.*