



## Safety & Security Services Officer Safety and Security Services Department

CUPE

CASUAL

Classification: Patrol

Salary Rate: \$20.53/hour

### Overview

Reporting to the Supervisor, Safety & Security Services, the position will be work on a casual basis. The successful candidate must possess excellent leadership abilities, community building skills and have demonstrated ability in providing people centered service delivery. They must be skilled in problem solving, decision-making and occurrence/incident documentation. Candidates must be able to work a rotating schedule of 12-hour day and night shifts to support a 24-hour continuous operation.

### Key Responsibilities

- Perform foot and vehicle patrols of all University properties using proper security procedures to ensure the safeguard of people, materials and property against loss, theft, or damage.
- Responds to all requests for service or assistance and documents and reports as per applicable procedure.
- Responds to all disturbances, incidents, and emergencies in accordance with university policy and procedures and liaises with RCMP, EHS and Fire Service as required.
- Reports all hazards and maintenance issues in accordance with established protocols for routine or urgent response.
- Performs traffic control and parking duties as assigned and enforces motor vehicle regulations on university property.
- Supervises and supports casual Officers and X-PATROL student Safety & Security Services staff in the performance of event supervision, campus patrol, parking duties and walk-home service delivery.

### Qualifications

- 2 Year Safety & Security Program or relevant experience in Safety & Security sector.
- Emergency First Aid or higher qualification
- Clear criminal record and ability to qualify and receive an appointment as a Special Constable by the Province of Nova Scotia for Motor Vehicle Regulation Enforcement
- Valid Driver's License
- Excellent written and oral communication skills and superior organizational skills
- Advanced knowledge of MS Office suite (Excel, Outlook, Word, Access, PowerPoint) and ability to learn new software and technology systems efficiently and thoroughly.
- Proven ability to work professionally, independently and be a self-starter
- Commitment to delivering exceptional value and great experience to customers
- Confidentiality and discretion required

### Application Instructions

Closing date for applications is November 3, 2023, at 1 p.m. (AT). To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at [careers@stfx.ca](mailto:careers@stfx.ca). Only those selected for an interview will be contacted.

*StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*

### **About Safety and Security Services**

Safety & Security Services fosters and safeguards a healthy, safe, and welcoming campus community that supports the well-being of students, faculty, staff, and guests. Partnerships within the university and active collaboration with local law enforcement and community emergency response teams ensures essential services are in place and ready to respond. Safety & Security Services provides 24-hour coverage 365 days per year via the Safety & Security Operations Centre (SOC). In addition, our team of dedicated Safety & Security Officers conduct regular vehicle and foot patrols of campus instilling confidence that everyone can LIVE, LEARN, WORK and PLAY in a supportive and safe environment.

### **About St. Francis Xavier University**

StFX is a top-ranking Canadian, primarily undergraduate university focused on academic excellence, innovation in teaching and research, service to society and international outreach. Founded in 1853, StFX has a long and proud tradition as one of Canada's oldest universities. For almost 165 years, we have cultivated our strong and resilient spirit, dedication to intellectual rigour, and commitment to engaging students who aspire to be community-minded citizens of the world.

### **About Antigonish, Nova Scotia**

The beautiful and historic town of Antigonish, Nova Scotia, is located the northeastern corner of Nova Scotia. We're only a 15-minute drive from the ocean and two-hour drive to major urban centres. With a diverse and growing population, Antigonish is a family friendly town with lots of opportunity, access to good education at all levels, recreation, sports, and culture activities. It is surrounded by rolling countryside with hiking and beautiful beaches. We enjoy a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals throughout the year. For more information, visit [www.townofantigonish.ca](http://www.townofantigonish.ca) or [www.visitantigonish.ca](http://www.visitantigonish.ca).