



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Security Officer	
Position Number	Community	Division/Region
12-13815	Yellowknife	Members and Precinct Services

PURPOSE OF THE POSITION

The Security Officer is responsible for providing security and facility services for the Legislative Assembly to ensure that Members, staff, and visitors may conduct their business in a safe and secure environment.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

This position is located in the Legislative Assembly building in Yellowknife and reports directly to the Security Supervisor. The position provides security and safety services for Members, staff and visitors to the building, ensuring that the building is secure from fire, hazards, theft & vandalism. This position is also expected to respond to emergency and crisis situations.

The Security Officer must always be prepared to deal with volatile situations in conditions of high visibility and consequence, often without the luxury of time to undertake a comprehensive analysis.

Additionally the position is responsible for providing facility services that include identifying day to day problems in the physical operation of the facility and reporting them to the Security Supervisor, for the operation of the pool vehicle reservation system, and for the setup of equipment for public events/meetings as required.

RESPONSIBILITIES

1. Provides Security Services for the Legislative Assembly.

- Provides access control of all Members, staff, and visitors to the LAB
- Responds to emergency and crisis situations
- Makes regular surveillance checks of all areas of the building
- Makes periodic checks of the building exterior and of the Legislative Precinct
- Monitors the various parking areas and enforces rules for each
- Maintains daily log sheets that record daily activities
- Provides the Security Supervisor with detailed incident reports for all irregularities and extraordinary events
- Operates the surveillance camera system
- Maintains the reservation log for three pool vehicles and ensures that their use is in keeping with the Assemblies rules and regulations.
- Provides first aid/CPR treatments as required
- Assists the Security Supervisor in the instruction of staff in all security and safety procedures on an ongoing basis to ensure they remain current.
- Monitors fire, intruder, and generator alarm panels.
- Recommends improvements to eliminate security and safety risks as required.

2. Provides Facility Services for the Legislative Assembly.

- Arranges furnishings and equipment in the various Committee Rooms and Great Hall for in house and public meetings.
- Records statistical visitor information
- Assists with the management of the audio tour equipment
- Provides minor snow clearing services for the front walkway into the building
- Assists the Chamber Supervisor by ensuring Hansard copies are distributed as required during the formal sittings of the House.
- Backs up the main switchboard operation as required
- Deliver papers/packages to staff within the building as required.
- Performs minor building maintenance tasks

WORKING CONDITIONS

Physical Demands

The incumbent spends 30% of the work day conducting foot patrols of the building and grounds. Crawlspace patrols require bending/crawling through lower sections. Setting

up/taking down furniture and equipment for public events and assisting in various deliveries involves heavy lifting and carrying heavy items for approximately 5% of the work day.

The incumbent will be exposed to potentially hazardous situations by virtue of the problems that may arise in maintaining the rules and procedures of the Legislative Assembly precinct including the physical removal of disruptive persons from the premises.

Environmental Conditions

Foot patrols through mechanical spaces will expose the incumbent to loud noises and risks associated with potentially malfunctioning equipment (boilers/generators/etc.)

Sensory Demands

Much of the job requires careful listening and attending to the nuances of meaning in interacting with a wide variety of people from various backgrounds and, at times, under volatile circumstances.

Mental Demands

The incumbent must address and resolve complaints, disputes and violations with visitors, protestors, and staff members regarding Legislative Assembly security policies and rules. This can create emotional stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of security, safety, and emergency response principles
- Current first aid/CPR certification, or be willing to obtain as a condition of employment
- Demonstrated professionalism and diplomacy
- Excellent verbal and written communication skills
- Technical aptitude to operate alarm/surveillance, audio visual, and security card equipment
- Basic computer skills, proficiency with Microsoft Excel and Word programs
- Class 5 Driver's license

Typically, the above qualifications would be attained by:

Completion of grade 10, completion of the GNWT's Security Officer Occupational Standards Certificate of Competency and 3 years' experience in security, enforcement or a related field.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred