



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Sergeant-at-Arms	
Position Number	Community	Division/Region
12-2083	Yellowknife	Members and Precinct Services / HQ

PURPOSE OF THE POSITION

The Sergeant-at-Arms is a permanent Officer of the House responsible for the preservation or order, decorum, and security in the House.

The Sergeant-at-Arms heads the Legislative Assembly Security Services, which provide a safe, secure, and accessible environment for Members, staff, and the public within the Legislative Precinct 24 hours a day.

The Sergeant-at-Arms performs ceremonial and security duties relating to proceedings of the Legislative Assembly, ceremonies of state and special events, including maintenance of the decorum and supervision of the Chamber, galleries, and corridors under the direction of the Speaker, as prescribed in the Rules of the Legislative Assembly.

The Sergeant-at-Arm is also responsible for overall management responsibility for asset management, utilities for the property management of the Legislative Assembly building, the Capital Site, as well as overseeing operational maintenance for the neighboring Prince of Wales Northern Heritage Centre.

The duties of this position are carried out in accordance with the *Legislative Assembly and Executive Council Act*, the *Financial Administration Act*, the Legislative Assembly Members' Handbook, and Government of the Northwest Territories (GNWT)/Legislative Assembly policies, directives and procedures.

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 (NWT).

Located in Yellowknife, the Sergeant-at-Arms reports to the Deputy Clerk of Members and Precinct Services and provides strategic leadership and directs Legislative Assembly Security Services operations, ensuring the safety and security of Members of the Legislative Assembly, Cabinet Ministers, visiting dignitaries, staff, and members of the public. This enables the Assembly, parliamentary committees, and Members to conduct their business effectively and safely without interference or interruption. The Legislative Assembly Protective Services administer access card security passes for the Parliament Buildings; provide first aid services; conduct emergency preparedness exercises and are responsible for the Legislative Assembly's emergency response plans; and control parking on the Legislative Precinct. They also provide advice and assist with security matters concerning Members' constituency offices.

During formal sittings of the Legislative Assembly the Sergeant-at-Arms reports directly to the Speaker. Outside of formal sittings of the Legislative Assembly the Sergeant-at-Arms reports directly to the Deputy Clerk, Members and Precinct Services. The Sergeant-at-Arms directly supervises two staff the Deputy Sergeant-at-Arms Facilities, the Deputy Sergeant-at-Arms Security, and indirectly supervises Security Officer positions. Additionally, the position is responsible for the supervision of fifteen (15) students employed as Pages during the formal sittings of the House.

The position develops and implements protocols and procedures in a highly visible and politically sensitive environment. Problem solving must be accomplished quickly to ensure the business of the House and Committees can be carried out.

This position requires the incumbent to be sensitive to the diverse needs of the Members of the Legislative Assembly, media, and visitors. Constructive interaction with all stakeholders, while respecting the importance and sensitivity of information exchanged, is critical to effectiveness. Personal access and availability to, and by, Members and House Officers is important to ensure trust, understanding, and effective working relationships.

This position requires the incumbent to provide advice and guidance or make decisions on controversial issues, particularly matters affecting safety and security. These will impact on the Legislative business, Members' work, public access to the Legislative Assembly Building, and media and government agencies.

The Sergeant-at-Arms and its security team must 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. The Sergeant-at-Arms must be cognizant that the public, Members of the Legislative Assembly, and the media will scrutinize the decisions taken. Decisions and comments must be carefully processed, taking into account a multitude of issues, considering the big picture and the associated impact and perception for all concerned.

The Sergeant-at-Arms liaises with outside individuals and entities to coordinate and advise on proposed plans in respect to events, demonstrations or protests to ensure these are conducted in a manner that appropriately respects “freedom of expression” and the need for public order within the Legislative Precinct.

Reaction to issues must be appropriate and acceptable in a politically sensitive environment. Problems range from simple to difficult, complex and of significant scope as they relate to all aspects of security in the Legislative building (e.g., life threatening situations, bomb threats, demonstrations and sit-ins). Politically sensitive situations are continually present which have to be dealt with sensitivity, tact, and diplomacy.

The Sergeant-at-Arms is responsible for the administration and coordination of the Legislative Assembly’s Page Program. This unique program requires a high level of safety and security for the youth pages and their chaperones, many who are from other communities in the Northwest Territories, during formal sittings of the House.

The Sergeant-at-Arms plans and administers the maintenance programs and budgets for all the Legislative Assembly. The incumbent will be required to develop and manage the section’s budget (approximately \$1.5M operating budget and a capital infrastructure budget of \$3.5M. This position has a maximum expenditure authority of \$100,000.

The Sergeant-at-Arms is responsible for the security and facility operations for the Legislative Assembly Building and Prince of Wales Northern Heritage Centre, and Capital Site. The position is guided by technical standards for facility and grounds operations, maintenance and repair. The position must exercise judgement in dealing with unscheduled occurrences related to facility use and operations (e.g., unscheduled access during sittings of the House, ceremonial events in the building).

The position is accountable for ensuring the Legislative Assembly is equipped with appropriate security and building systems; technology infrastructure, office accommodations and professional catering and janitorial services. The Sergeant-at-Arms is responsible for the development, implementation and management of operational plans, as well as emergency measures appropriate for ensuring security over the House and Legislative Precinct in response to both known and potential contingencies.

The Sergeant-at-Arms has overall management responsibility for the Assembly’s assets,



utilities, and mobile equipment. The Sergeant-at-Arms must meet the short and long-range infrastructure requirements of the Legislative Assembly by planning and overseeing renovation and construction projects and the development and implementation of precinct-wide security strategies.

This position is subject to recurring deadlines and encounters demands for short-notice reprioritization.

The Sergeant-at-Arms represents the Legislative Assembly through membership in the Canadian Association of Sergeants-at-Arms.

RESPONSIBILITIES

1. Provides expert advice to the Speaker, Members of the Legislative Assembly, the Clerk of the Legislative Assembly, and other Assembly officials and staff on a wide variety of safety and security matters affecting the Legislative Precinct and constituency offices, while ensuring effective communication of security related matters.

- Designs, develops, and oversees Legislative Assembly Security Services systems, programs, operational policies, and procedures to enhance security and protection of persons and infrastructure on the Legislative Precinct.
- Develops collaborative working relationships with police departments, intelligence agencies, provincial and federal agencies, other provincial legislative assemblies, and department heads within the Legislative Assembly to achieve optimal outcomes
- Provides leadership and strategic direction on Legislative Assembly security policies, principles, and practices. Provides leadership and strategic direction on Legislative Assembly security policies, principles, and practices, ensuring the organization's professional standards meet requirements for Legislative Assembly Protective Services officers to maintain Special Provincial Constable designation.
- Develops and implements an effective organizational structure and security resources to support Legislative Assembly Security Services operations, ensuring that the Legislative Assembly and its Members are able to conduct their business without interference or interruption.
- Ensures proper training and preparedness for the execution the Legislative Assembly's business continuity plan, emergency preparedness plan, and emergency communications and incident response and management, ensuring that the plans align with the security needs of the organization and the business needs of departmental operations.



- Based on best practice in public order policing, directs the development and implementation of security plans to manage large demonstrations and events as well as potentially illegal, dangerous, or violent activities impacting the Legislative Precinct.
- Applies expert knowledge of concepts, theories, and practices of policing and security management, ensuring security incidents and investigations are managed according to applicable standards and regulations.
- Provides oversight for planning and implementation of training and development activities for Legislative Assembly Security officers, ensuring qualification and proficiency levels are maintained.
- Responsible for ensuring Legislative Assembly Security staff, resources, equipment and programs are managed efficiently and departmental performance is optimized.
- Provides security advice and guidance to the Speaker, Clerk, and Deputy Clerks in regard to matters affecting the Legislative Precinct (e.g. planned demonstrations or protests, etc.).
- Directs investigations into controversial and sensitive issues that affect the security of the Executive Council, Members of the Legislative Assembly and staff within the Legislative Building.
- Negotiates with and ensures demonstrating groups (planned or unplanned) are informed regarding security policies in order to maintain a balance between free expression of views and public order, and facilitates meeting with government and other officials.
- Investigates and reports to GNWT Risk Management any instances such as accidents or vehicle damage and liaises with the RCMP on any accidents, where damage over \$1,000.00 is incurred.
- Makes decisions and provides independent advice on all security operations that protect the Legislative Precinct, its infrastructure, and all persons within it.

2. Performs traditional and ceremonial functions during sittings of the Legislative Assembly, such as leading the Speaker's Procession while carrying the mace and acting on the Speaker's instructions.

- Assists with ceremonies and special events on the Legislative Precinct, including accompanying the Commissioner and other dignitaries, as required.
- Prepares and presents issues/materials at various Sergeant-at-Arms conferences to represent the Legislature.
- Ensures adherence to the integrity and decorum of the Legislative Assembly process.
- Advises Speaker and Members protocol issues within the Chamber.
- Enforces orders of the Speaker.
- Custodian of the mace.
- Supports the Speaker in various public outreach initiatives (i.e., Mace tour program).



3. Plans, directs, establishes and manages best practices and enhanced processes to ensure the effective and efficient operation of the Legislative Precinct.

- Provides leadership and direction for all engineering and maintenance operations of the facility by directing and managing resources so as to maintain consistent, reliability and productivity.
- Ensures compliance on current governmental requirements related to facilities and energy, i.e. the Territorial regulatory agency for boilers and pressure vessels, and various GNWT *Safety Division Acts* and Regulation such as electrical, gas, elevators, to ensure compliance and safety.
- Communicates requirements to affected parties and coordinates activity required to address issues that surface.
- Oversees the development, implementation and monitoring of long/short term maintenance programs, including preventative maintenance, planned, predictive and demand within the scope of practice.
- Develops and manages an annual departmental operational and capital budget for facility and maintenance operations, buildings and grounds and insures delivery within defined parameters. Monitors and reports on budget variances to the Deputy Clerk.
- Develops and documents and maintains policies/procedures/rules/best practices for implementation of facility and energy programs. Monitors compliance and reports opportunities to the Deputy Clerk.
- Advises management on necessary new systems or equipment required and provides initial cost estimates.
- Consults, advises and plans with management on strategies to gain efficiencies, improve functional capabilities and implementing critical business and functional initiatives.
- Acts as liaison between other GNWT departments in providing the maintenance and engineering services.

4. Manages operations for the Legislative Assembly Building and Precinct. Supports the operations and maintenance of the Prince of Wales Northern Heritage Centre (PWNHC) and participates in the development of the Capital Site.

- Plans, develops, and administers the annual operating and capital budgets of the Legislative Assembly.
- Develops the 5 year work plan for the Legislative Assembly's assets, and assists with updating the 20-year needs assessment.
- Anticipates short- and long-term Legislative Assembly Security Services resource needs, analyses costs, and makes recommendations to inform executive decision making.
- Responsible for all Legislative Assembly Security Services security equipment, emergency management resources, systems and related assets.



- Oversees the security of all Legislative Precinct buildings and associated physical assets.
- Directs the operation of all systems (mechanical, heating, cooling and electrical) in the Legislative Assembly Building and manages the Physical Plant in the PWNHC.
- Prepares the annual work and maintenance plans for the Legislative Assembly Building and PWNHC..
- Administers and manages contracted facilities services that are provided in the Legislative Assembly precinct. These services include janitorial, security, audio visual and catering.
- Represents the Legislative Assembly on the Capital Site Governance Committee participating in the review of development applications and recommending use and management of Capital Site.
- Manages the preventative maintenance programs for the Legislative Assembly Building, and advises on maintenance management at the PWNHC.
- Provides advice on urgent operation and maintenance issues, and ensures implementation of decisions.
- Co-ordinates the logistics for holding events in the Legislative Assembly Building, including the allocation of any required equipment/services such as televising, audio, furniture, set- up and takedown.
- Administers the Utilities Conservation program.
- Manages the Legislative Assembly's fleet of vehicles.
- Manages the Occupational Health and Safety Program.
- Jointly responsible with the Office of the Clerk for the safekeeping and maintenance of the furniture and fittings of the assembly.
- Oversees Contract Administration ensuring budget and guidelines are followed.
- Administers the development of maintenance contracts.
- Reviews and makes recommendations for changes to plans and specifications pertaining to major capital projects.
- Develops facility condition reports.
- Reviews status of facilities for compliance with Preventative Maintenance program;
- Oversees materials acquisition and inventory control functions.
- Identifies special maintenance projects that require special skills and arranges for services.
- Ensures a regular inspection of buildings works and equipment are conducted.
- Reviews procedures and requirements used by staff and maintenance contractors and updates as required.

5. Responsible for providing Human Resource Management and Administration.

- Supervision of the Deputy Sergeant-at-Arms, Maintenance and the Deputy Sergeant-at-Arms Security, and the indirect supervision of two security officers.



- Manages the Legislative Assembly's Page Program.
- Supervision and training of up to 15 students employed as Pages during formal sittings of the House.
- Participates in the staff hiring process, and ensures orientation and training of staff.
- Coordinates security and safety training programs (e.g., First Aid, Building Evacuation Procedures, crowd control, etc.).
- Periodically reviews job descriptions, and updates as required.
- Completes periodic performance appraisals.
- Provides occasional coverage to the Procurement and Finance Officer to prepare and issue various contracting instruments (RFPs, Service Contracts, etc.), as required.

WORKING CONDITIONS

Physical Demands

When performing Chamber Ceremonial/Security duties the incumbent is required to sit for long periods of time, without discretion to move, barring emergencies. The incumbent may be directed to physically remove people from the Legislative Assembly Precinct, Building and/or Chamber. Sessions typically account for approximately 25% of work time per annual cycle.

Environmental Conditions

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

Sensory Demands

Sight and hearing, including careful listening and attending to nuances of meaning and behavior are essential to ensuring smooth adherence to protocols, and a constant monitoring awareness that ensures overall security of the Legislative Assembly and Precincts.

Mental Demands

The incumbent is accountable for the safety of building occupants at all times, and the management and mitigation of security risks to various degrees throughout the facility. Due to hours and areas of public access, and the possibility for a Legislative Assembly building to be seen as a target for creating a disturbance, peaceful or otherwise, the incumbent may experience unavoidable daily uncertainty in knowing what to expect at work.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of frameworks for coordinating and organizing response and recovery to emergency incidents and disasters.
- Skilled in tactical decisions: making and implementing best practices in security and search operations.
- Knowledge in current security and communications equipment and technology and their applications.
- Ability to produce effective and professional reports and presentations appropriate for executive level and senior official purposes.
- Management abilities in a leadership role where a positive and collaborative environment is enabled and maintained with staff and oversight positions.
- Communicator with a track record of building trust and respect through delivering results.
- Ability to build / maintain a highly ethical and credible reputation and consistently model behaviours of the highest professionalism.
- Ability to undertake long work days and irregular hours during sittings of the Legislative Assembly.
- Knowledge of and/or the ability to acquire knowledge of the rules and procedures of the House.
- Communication skills, both verbal and written.
- Knowledge and respect of the history, customs, traditions of the Legislative Assembly.
- Knowledge of current best practices in crowd management and public order policing models.
- Ability to demonstrate appropriate cultural awareness.
- Knowledge of law enforcement and security principles, as well as security policies, programs and systems, and how to implement effectively.
- Organization and time management skills, including reprioritizing at short notice.
- Project management skills.
- Knowledge of computerized contracting and finance systems, and the ability to use a variety of office software, including spreadsheets and word documents.
- Management and supervisory skills.
- Ability to act effectively, quickly and calmly in an emergency situation.
- Knowledge of and skilled in financial management, budgeting, procurement and contract administration.
- Knowledge of maintenance management principles and systems.
- Knowledge of building and civil construction, and building operations systems.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

A degree in a public safety field of study from a recognized institution plus five (5) years of related management experience in contract administration, management of a maintenance program, or building management.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 5 NWT Driver's License is required.

Position Security

- 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