

Posted on September 3, 2021



ST. FRANCIS XAVIER UNIVERSITY

Safety & Security Services Officer – 2 term positions (1 year and 8 months)

St. Francis Xavier University, located in Antigonish, Nova Scotia, is a top ranking Canadian university focused on academic excellence, innovation in teaching and research, service to society and international outreach. Safety & Security Services is seeking 2 individuals to join our team as a Safety & Security Services Officer. There are 2 positions available as stated in the title. Please indicate in your application which positions you are interested in applying for.

Reporting to the Supervisor, Safety & Security Services, the positions will work full-time and scheduled for 84 hours bi-weekly (80 hours/bi-weekly for the 8 month term). The successful candidates must possess excellent leadership abilities, community building skills and have demonstrated ability in providing people centered service delivery. He or she 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. Preference will be given to existing CUPE local 1636 members.

Responsibilities include but not limited to:

- 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/Skills:

- 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

Consideration of applications will begin on September 13, 2021 and will continue until the positions are filled. We encourage qualified candidates to email a cover letter and detailed resume in confidence to:

Human Resources - St. Francis Xavier University

Email: careers@stfx.ca

Only those selected for an interview will be contacted. Preference will be given to Canadian citizens and permanent residents. StFX respects diversity and welcomes applications from visible minority group members, women, Indigenous persons, persons with disabilities, members of sexual minority groups.

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