

Class No.:	Administrator
Original Date:	March 2024
Revision Date:	
Pay Group:	11

Job Description
MANAGER SECURITY TECHNOLOGY AND ACCESS

NATURE AND SCOPE OF WORK

This position is the business manager of the security systems function and all related design, installation, maintenance, and services. Develops security system strategies, plans, and policies in consultation with Director, and ensures compliance with international, federal, and provincial standards, guidelines, and regulations. Provides strategic advice to Director and other senior leaders on security system matters. Drives out initiatives aimed at optimizing security systems and supporting achievement of SES goals and objectives.

Additionally, the incumbent will establish a social and physical environment that contributes to the quality and excellence of the University including the protection of life and property, preservation of peace and good order around the University campuses, enforcement of laws and regulations, planning, facility and data security, personnel clearances, and community outreach. The work involves managing staff and working as part of a team with other managers and staff in the office of Safety & Emergency Services.

The position reports to the Director of Safety & Emergency Services. Reporting directly to the Manager, Security Technology and Access is the Security Specialist – Locksmith.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Participates as a member of Director's management team, providing input to development of SES strategies, and sharing responsibility for achievements and success.
- Works collaboratively with Director and other SES leaders to support a strategic, integrated approach to all planning, development, and delivery. Fosters a collaborative and supportive team approach with all other SES functions.
- Responsible for creating a team approach within their portfolio as well as developing and maintaining effective working relationships with a variety of internal and external groups.

- Responsible for all Access Control to all campus facilities including development of processes and criteria for distribution of keys and access control cards, monitoring, and audit.
- Responsible for student Filming Permissions from a security access perspective.
- Develops security system strategies, plans, and policies in consultation with Director. Establishes and manages a framework of security system practices, standards, and processes.
- Ensures security system compliance with internal policies, practices, and standards, and with international, federal and provincial, standards, guidelines and regulations. Performs system audits and implements the necessary controls to identify and mitigate security systems risks.
- Provides strategic advice to Director and other senior leaders on security system matters. Delivers reports and presentations on related issues, achievements, and status of key initiatives. Coordinates security systems activities with management and staff across the Institution, and acts as a strategic advisor on multiple committees and teams.
- Develops and manages renewal plans and capital budget requests.
- Manages the security systems function and all related design, installation, maintenance, and services, in conjunction with DTS. Including, but not limited to, closed circuit monitoring, video management, intrusion detection, access control, lock and keying solutions, and other security systems and technology, and related programming.
- Drives out initiatives aimed at optimizing security systems and supporting achievement of SES goals and objectives. Manages system improvements, controlling project plans, product quality, vendor contracts, and budgets.
- Manages the research of best practice, trends, and methods, and determines appropriate application to security systems, services and initiatives. Participates in industry organizations, keeping current on state-of-the-art initiatives and technology.
- Works with the Manager, Operational Security and Parking and the Manager, Safety & Emergency Management Systems to establish an Integrated Management System. Manages self-inspections, compliance audits and security inspections by external agencies.
- Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices.
- In consultation with Human Resources, administers the collective agreement in relation to staff, including hiring, discipline as applicable, authorizing overtime, leaves, and other

similar requests and representing management, where required, in the grievance process.

- Participates and acts as a resource on relevant University committees. Liaises with local police and community groups as required.
- Assists University administration in identifying and assessing strengths, opportunities, risks, vulnerabilities, and threats which could impact security operations.
- Continuously seeks to stay current and aware of emerging areas in the field by monitoring relevant publications, attending seminars, and training sessions, maintaining professional certification(s), and participating in conferences and professional organizations.
- Assists Director on strategic department matters, which may include delegated security responsibilities outside of normal working hours. This position must be prepared to act in any operational management role in the Office of Safety & Emergency Services as required.
- Assume other related duties as assigned by the Director of Safety & Emergency Services.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated knowledge of the concepts, theories, and practices of security system management, including expertise in closed circuit monitoring, video management, intrusion detection, access control, computer protection, lock and keying solutions, and other security systems and technology, and all related programming
- Demonstrated knowledge of international, federal, and provincial standards, guidelines and regulations pertaining to security systems
- Strategic thinker with ability to grasp and communicate complex ideas and develop creative alternatives.
- Solid planning and organization skills with ability to develop strategies and plans, and to optimize security systems through continuous improvements.
- Solid project management skills with ability of lead initiatives aimed at optimizing security systems.
- Solid communication and interpersonal skills with ability to interact with internal and external stakeholders and authorities.
- Solid analytical skills and ability to apply sound judgment in problem solving, evaluating courses of action, and making decisions on complex security systems matters.
- Solid leadership skills and ability to build and manage a team.
- Self-motivated, professional, flexible, with the ability to work effectively at all levels of an organization in teams and independently.

REQUIRED TRAINING AND EXPERIENCE

- Post-secondary education in Technology or a related field
- A bachelor's degree in a related field would be considered an asset.
- Minimum 6 - 8 years' experience in system management at progressive levels of responsibility, along with exposure in the areas of health, safety, and emergency management preferred.
- An equivalent combination of education and experience may be considered.

REQUIRED CERTIFICATIONS

- Working towards American Society of Industrial Security – Facility Security Design certificate
- Certified Protection Professional (CPP) or Physical Security Professional (PSP) certification an asset
- Class 5 BC Driver's Licence