**Security Coordinator**

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| **Faculty/Department:** Finance and Administration  | **Employee Group:** Administrative  |
| **Campus:** Trafalgar (Maybe assigned activities at an Sheridan Campus)  | **Payband:** NJ  |
| **Reference #:** 19/A/130 | **Hiring Range:** $67,867 - $72,109 (Under Review) |
| **Application Deadline:** open until filled  |  |
| **Application Details:**  |

Reporting to the Manager, Security Operations the Coordinator, Security Operations is responsible for providing the effective and efficient delivery of security services at a specific Sheridan Campus. The incumbent provides day to day operations support that includes ensuring security guard coverage; adherence to policies and procedures, and; leading or escalating incident investigations. The provision of a safe environment in which to work and learn is defined in legislation and is a core value at Sheridan. The incumbent ensures compliance with safety and security legislation and regulations and Sheridan’s policies procedures and practices.

**Specific Responsibilities:**

* First point of contact at specified campus to oversee day to day activities of security services;
* Assesses and responds to various emergency or crisis situations to ensure de-escalation or resolution;
* Liaises with emergency personnel including; police, fire and paramedic resources and directs first responders to emergency investigations’
* Oversees and performs ongoing College incident investigations. Conducts interviews, collects relevant and accurate information in accordance with College policy and legal guidelines;
* Prepares documentation (e.g. investigations and incident reports, security breaches, facility and safety hazards);
* Ensures and is accountable for the efficient and compliant management of Records and Information Assets in all formats, as well as the safeguarding of personal and confidential information as per Sheridan’s Records and Information Management Policy and Procedure;
* Participates with Manager, in meetings with the contracted security services provider’s administrator(s) to review operations and protocols and improve service;
* Provides continuous monitoring, feedback and direction to security guards to ensure effective delivery of security services to the campus community
* Orientation of events and training sessions for employees; helping students (e.g. SafeWalk program);
* Collaborates with other departments in the delivery of training and education to the Sheridan community;
* Performs other duties/activities as required;

**Qualifications:**

The Successful Candidate will have a 3 years’ college diploma or University degree in Security studies, investigations, law enforcement, criminal justice, sociology or a related field. Along with 3 years of previous job related experience. The following certifications are desired or preferred: Certified Protection Professional (CPP), Professional Certified Investigator (PCI), Physical Security Professional (PSP), Certified Protection Officer (CPO), Security Supervision and Management (CSSM), or Certified Healthcare Protection Administrator (CHPA). The candidate should have previous training in Non-violent crisis intervention. Experience as a security operative including incident investigations and critical decision-making in emergency situations. Familiar with security systems including video surveillance, intrusion, and distress systems. Knowledge of safety and security industry standards and practices, and; emergency management principles, fire prevention and life safety codes. Experience with social media monitoring and open source intelligence research and tools. Competency of incident management databases and Microsoft Office suite. Class G Ontario driver’s license and standard first aid and CPR certification is required. Able to pass a criminal background check.

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