

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: SECURITY

### Level A, Pay Grade 8

<b>LEVEL DEFINITION</b>	This level covers positions that provide operational and administrative staffing functions for security activities.
<b>TYPICAL RESPONSIBILITIES</b>	May include: assignment of all personnel; supervising investigations of criminal and non-criminal incidents to mitigate exposure; ensuring all incident reports are maintained to a specific standard; establishing and monitoring training programs that enable accomplishment of department's mandate; liaison with RCMP, municipal law enforcement agencies and other universities' security departments; following up on investigations that involve sensitive cases of particular interest.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Recommendations and decisions are made on all aspects of assigned responsibilities and contribute to overall operation and customer relations.
<b>SUPERVISION RECEIVED</b>	Works under general direction within defined objectives; results are subject to review.
<b>SUPERVISION EXERCISED</b>	Manages the activities of patrol and security staff through subordinate supervisors. Plans, assigns, coordinates and reviews as required.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in Criminology, or Psychology or the equivalent. Minimum of two years of experience in security and personnel administration.