

# CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(CORPORATE FACILITIES & ENERGY MANAGEMENT DIVISION – FACILITY PLANNING & BUSINESS SOLUTIONS SECTION – LOCATION – TIM HORTON'S FIELD)**

**SECURITY COORDINATOR**

**SUMMARY OF DUTIES**

Reporting to the Corporate Security Planning Specialist, this position is responsible for ensuring effective daily operation, analysis and records management, coordination of a corporate security training program including the creation, implementation and making recommendations for security training initiatives and enhancements.

The Security Coordinator will support specific cross-sectional projects within the Corporate Security Office and assist in the implementation of security strategies and emergency response related regulations. The Security Coordinator will provide education, administration and support for a variety of programs in Corporate Security including both the Planning and Operation Sections.

This position requires a high level of professional business insight and have highly effective relationship building and communication skills. This position will handle confidential security matters related to personnel security requirements.

**GENERAL DUTIES**

Support both Corporate Security Planning & Operations on security related matters.

Lead the development, implementation, and management of the corporate security training program for Elected Officials and staff. The successful candidate will be responsible for undertaking these activities with the goal of maximizing quality and efficiency.

Assist in the evaluation of programs and prepare reports as requested.

Create and monitor KPI and performance measures related to core job functions.

Track, monitor, evaluate, and make recommendations based on program and participant data from Sectional, Divisional, or Departmental strategic initiatives as required.

Design and develop presentations, slides, and other communications materials.

Assist with research, analysis, planning, development, and implementation of strategies and tactics for Corporate Security to build positive relationships with internal and external stakeholders.

Review and update policies and procedures related to the Corporate Security to ensure that they continue to meet the requirements of the Corporation and Department Standards, while maximizing the quality and efficiency of internal operations.

Responsible for receiving, evaluating and prioritizing inquiries based on departmental training guidelines.

Acts as a resource for inquiries related to Corporate Security Training, for Council and staff and assist in revisions to the associated training, as required.

Provide leadership role in training delivery through LMS from inception to completion and including but not limited to the development of scope, budget and schedule.

Support development and maintenance of the Emergency Notification System.

Assist with the maintenance and coordination of document and record control.

Track management system non-conformances, opportunities for improvement and best practices.

Supports staff that have regulatory reporting requirements.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Previous experience in the areas referenced in the duties listed above, normally acquired through the completion of a Security Awareness Program or an equivalent combination of education and relevant progressive work experience.
2. Experience in a computerized environment. Intermediate knowledge of the Microsoft suite of software (Outlook, PowerPoint, Word and Excel).
3. Highly effective leadership, facilitation, presentation, interpersonal and organizational skills. Strong verbal and written communication skills. Excellent presentation, analytical, organizational, report writing, and interpersonal skills to communicate effectively with all levels of City staff, external consultants, and suppliers.
4. Ability to organize and prioritize multiple tasks/assignments in order to meet deadlines.
5. Demonstrated ability to work independently and in a team environment.
6. Experienced in designing and delivering training focused programs and services.
7. Self-motivated with results-oriented personality that works well in a fast-paced environment with multiple competing deadlines is required.
8. Possesses a high level of personal integrity and is an excellent communicator
9. Must possess initiative, good judgement, excellent interpersonal and organizational skills, demonstrated tact and professionalism.
10. Experience in training coordination would be an asset.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

\*\*\*\*\*