

Job Title: Sergeant (Brantford)

Application Deadline: July 12, 2026

Apply here: <https://careers.wlu.ca/job-invite/10698/>

Location: Wilfrid Laurier University (Brantford Campus)

Department: Office of the VP Fin. and Admin.

Job Type: Continuing

Full-time/Part-time: Full Time (>=1249 hrs/year)

Reports to: Director, Special Constable Services

Employee Group: Special Constable

Wilfrid Laurier University is a leading multi-campus university that excels at educating with purpose. Through its exceptional employees, students, researchers, leaders, and educators, Laurier has built a reputation as a world-class institution known for its rich student experience, academic excellence, and global impact. With a [commitment to Indigenization](#) and [commitment to equity, diversity, inclusion](#), Laurier's thriving community has a place for everyone.

Laurier has more than 21,000 students and 2,100 faculty and staff across campuses in Waterloo and Brantford, as well locations in Kitchener and Milton. The university is committed to providing an inclusive workplace, a [flexible work policy](#) and employing a workforce that is reflective of local and national demographics. Laurier's Waterloo, Kitchener, and Brantford campuses are located on the shared traditional territory of the Neutral, Anishnaabe, and Haudenosaunee peoples. This land is part of the Dish with One Spoon Treaty between the Haudenosaunee and Anishnaabe peoples and symbolizes the agreement to share, protect our resources, and not to engage in conflict. Laurier's Milton campus is located on the traditional territory of the Mississaugas of the Credit, and part of the Nanfan Treaty of 1701 between the British Crown and the Haudenosaunee Confederacy.

This job posting is for a current vacancy.

Position Summary

The Sergeant is responsible for providing leadership, guidance and support to all personnel ensuring resources are utilized on-campus in an effective and efficient manner.

Supervisors shall be responsible for the day-to-day administrative and operational functions of their teams including other operational members where required, and shall liaise with other supervisors and/or management within the Special Constable Service.

The Sergeant will be involved in daily proactive patrols; campus community engagement, event safety planning and deployment, participation at major events/protests/unsanctioned street gatherings such as Homecoming, St Patrick's Day and those additional duties/responsibilities as assigned by the Special Constable Service Management.

Accountabilities

Administration

- Regularly conduct inspections of the Special Constable Service facility and personnel to ensure they are fit for duty and the area is secure.
- Meet with team members and other supervisors to ensure a consistent service delivery on campus and that information flows openly with all members.
- Establish goals and objectives in concert with team members.
- In concert with team members and Laurier community partners, develop and implement strategies to address Laurier community needs and concerns.
- Monitor call-outs and overtime and assist in the development of strategies to increase efficiency and effectiveness.
- Schedule personnel for training during their tour of duty keeping in mind overtime costs and the area budget.
- Ensure that the Special Constables are out patrolling the campus, forming partnerships and attending meetings. Request monthly activity reports from the Special Constables.
- Ensure compliance of all activities in accordance with policies, procedures, Police Services Act, Special Constable Handbook and contract with the Brantford Police Service.
- Notify the Manager of any major incidents relating to Wilfrid Laurier University.
- Sign and manage all reports within their area of supervision.

Supervision

- Ensure compliance of team activities consistent with Special Constable Service policies and procedures, Memorandum of Understanding with the host police agency, Police Services Act, Federal Statutes, Provincial Legislation, Municipal Bylaw and Wilfrid Laurier University policies, including other relevant legislation.
- Communicate, train, observe, mentor, coach, document and evaluate members and teams on policies, procedures, techniques and legislative requirements.
- Deploy team members in an effective and efficient manner.

- In the absence of a staff member, assume their duties.
- Liaison with student groups, faculty, staff and associations within the Laurier Community.
- Conduct routine checks of Special Constable Service members during their tour of duty.
- Keep up-to-date records of personnel
- Ensure the dispatch area is properly monitored
- Hold regular team meetings and submit the minutes to the Manager.
- Provide leadership, guidance and support to team members.
- Promote effective interpersonal relationships within teams and other areas of the Laurier Campus Community.
- Monitor calls-or-service and ensure overall effectiveness of response.
- Ensure all criminal incidents are reported as per the host police agency Memorandum of Understanding.
- Complete weekly reports to the Manager on incidents at the university.
- Conduct review of member's notebooks.
- Identify and recommend relevant training, courses and career development opportunities for members under their command.
- Inspect the Special Constables to ensure proper dress and deportment.
- Ensure accuracy, completeness and timely submission of all reports or documentation relating to team members.
- Monitor and/or attend and provide direction and guidance at all major incidents at the university.
- Document both positive and negative performance of team members, correcting performance where required and annually conduct performance evaluations of team members in concert with the Manager.
- Ensure the provision of professional and client-focused Special Constable Services.

Internal/External Liaison

- Liaise with management and other supervisors with respect to the coordination of campus activities and resource deployment.
- Liaise with the Laurier Community, the Municipality of jurisdiction, host Police Service and other agencies or services as required.
- Attend community events and participate on Boards, committees or community consultation groups as required.

Core Competencies of the Position

- Achievement Orientation
- Analytical Thinking
- Community Focused / Customer Service Orientation
- Planning, Organizing and Coordinating
- Impact and Influence
- Leadership
- Listening, Understanding and Responding
- Organizational Awareness
- Teamwork
- Valuing Diversity

Qualifications

- Minimum OACP Constable Selection Certificate or Ontario Police College Recruit Certificate plus five (5) years related work experience (i.e. Laurier SCS, Police, Peace Officer etc.) including supervisory and leadership experience;
- An understanding of the concepts and application of the Ontario Mobilization and Engagement Model of Community Policing;
- Knowledge of policies, procedures and legislation pertaining to the duties of a Special Constable;
- Possess exceptional innovative and analytical problem-solving and conflict resolution skills;
- Proven ability to lead, coach and mentor by providing day-to-day guidance through positive team interactions;
- Excellent interpersonal and relationship-building skills including effective use of tact, diplomacy and active listening skills;
- Excellent oral and written communication skills with the ability to articulate detail;
- Self-motivated and well-developed time management skills;
- Demonstrates honesty, integrity and ethical conduct. Accepts ownership and accountability for own actions.
- Valid class “G” drivers’ license;
- Must have criminal records check and security clearance
- Does not have a criminal record, if there is criminal record you must provide a copy of your pardon.
- Must meet requirements of current psychological assessment
- Knowledge of policies, procedures and the legislation pertaining to the duties of a Special Constable;
- Current/valid First Aid and CPR.

- Ability to work shifts in a 12-hour rotational platoon structure.

Compensation & Benefits

This position offers a competitive annual salary of approximately **\$96,000 - \$110,000**, based on the current salary range and regular hours of work.

In addition to base salary, employees working the 12-hour rotating schedule are eligible for shift premiums for night shifts, Sundays, and statutory holidays.

Wilfrid Laurier University also offers a comprehensive total rewards package that includes health and dental, wellness benefits, pension plan, vacation, professional development opportunities, and other employee programs.

Hours of Work

This is a full-time, continuing position. Hours are based on a 12-hour rotating schedule of 2 consecutive day shifts, 2 consecutive night shifts, followed by 4 days off, averaging 84 hours biweekly, or as operational needs dictate.

This role requires daily in person attendance and is not eligible for a flexible work arrangement as per Policy 8.14 (Flexible Work Policy).

After the initial interview, a short list of candidates will be asked to sign a waiver for the collection of personal information. Any offer of employment will be conditional on acceptable employment reference checks, criminal background check, psychological assessment for suitability as a Special Constable and successful completion of special constable training course.

Wilfrid Laurier University endeavors to fill positions with qualified candidates who have a combination of education, experience, skills and abilities to successfully perform the duties of the position while demonstrating Laurier's Employee Success Factors.

Equity, diversity and creating a culture of inclusion are part of Laurier's core values and central to the Laurier Strategy. Laurier is committed to increasing the diversity of faculty and staff and welcomes applications from candidates who identify as Indigenous, racialized, having disabilities, and from persons of any minority sexual and gender identities. Indigenous candidates who would

like to learn more about equity and inclusive programing at Laurier are welcomed to contact the Office of Indigenous Initiatives. Candidates from other equity deserving groups who would like to learn more about equity and inclusive programing at Laurier are welcomed to contact Equity & Accessibility. We have strived to make our application process accessible, however if you require any assistance applying for a position or would like this job posting in an alternative format, please contact Human Resources. Contact information can be found at careers.wlu.ca/content/How-to-apply/

Should you be interested in learning more about this opportunity, please visit www.wlu.ca/careers for additional information and the online application system. All applications must be submitted online. Please note, a resume and cover letter will be required in electronic form.

Please note, when pre-screening questions are used as part of the application process, AI is utilized to score responses. All other aspects of the hiring process are reviewed by our Talent Acquisition team.