



Sergeant-at-Arms and Executive Director, Precinct Properties

Keeping Ontario's Legislative Assembly running smoothly takes many talented people, doing many different jobs—from camera operators and committee clerks, to purchasing officers and researchers. The Office of the Assembly is dedicated to serving Ontario's Parliament.

Together, we provide non-partisan administrative and procedural services to all MPPs, as well as operational support for the daily activities of the Legislative Assembly of Ontario. Our success is determined by the strength and diversity of our staff and by supporting our core values: integrity, inclusiveness, collaboration and excellence.

The Office of the Legislative Assembly of Ontario seeks a dynamic non-partisan leader with a high degree of political acumen to lead and set the strategic direction for the Sergeant-at-Arms Division in **Toronto, ON**. This role is a senior permanent officer of the Legislative Assembly. If engaging work and a positive, collaborative workplace culture motivates you, you are encouraged to apply to this position, based out of Queen's Park.

What You'll Do

You'll act with integrity to:

- Ensure safety and security within the Legislative Chamber and for the Legislative Precinct, and direct the Legislative Protective Service, which provides a full range of security services, including investigation and armed response units.
- Oversee all property management and capital construction programs for the Legislative Precinct by directing the Precinct Properties Branch, responsible for the renovation, restoration and maintenance of Ontario's Legislative Building and related projects.
- Fulfill a ceremonial role in the Legislative Chamber by leading the daily Speaker's Procession into the Chamber as guardian of the Mace as well as ensuring adherence to the Speaker's directions related to House decorum.

You'll support our collaboration as you:

- Participate in administrative matters, policy development and strategic direction for the Office of the Assembly as a member of the senior management team.
- Direct strategic planning for the division and develop goals and objectives that support the direction of the Legislative Assembly.
- Direct the development and review of all policies, procedures and guidelines in the areas of security, building management and conservation.
- Provide direction on major renovation and restoration projects.
- Inspire and maintain the trust and confidence of the Speaker, the Members and staff of the Legislative Assembly, and the public.
- Liaise with other Parliaments, law enforcement and security agencies on matters of safety and security.
- Negotiate issues to reach an intended outcome or resolve conflicts.

How You Qualify

You demonstrate excellence through your:

- Extensive knowledge and expertise in the law enforcement/security environment gained through a specialized post-graduate degree and/or a combination of equivalent education and more than 10 years' related experience to direct the program development, implementation and strategic planning for the Legislative Protective Service.
- Knowledge of building renovations and restoration to direct the operations of the Precinct

Properties Branch.

- Knowledge of project management and program development practices, methods and principles to effectively guide the development, implementation and maintenance of large capital expenditure projects.
- Knowledge and understanding of procedures of the House to provide information to the Speaker and Members, advising them on personal security, and protocol issues, and to ensure effective functioning of the House.
- High degree of proficiency and ability to respond diplomatically to political situations.
- Senior-level management skills to lead staff and give direction toward achievement of defined goals and objectives

If you join our team, you can expect:

- A comprehensive benefit and pension package
- Access to an employee and family assistance program
- A dynamic work environment
- To work with a team of dedicated professionals
- To be encouraged and supported to grow your career through training and development
- Long Service Recognition Awards

Salary Range: \$164,910 - \$222,720 per annum

If you share our values and are interested in this position, please visit us at www.ola.org and select *Careers* for more details. File No.: **LA-2022-72** Closing Date: **Thursday, September 29, 2022**

The Legislative Assembly of Ontario embraces diversity and, as an equal opportunity employer, is committed to creating an inclusive workplace while establishing a diversified qualified workforce. If you require accommodation in order to participate in the recruitment process, please email your contact information to hr@ola.org for follow-up.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.