

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Provincial Security Manager

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-04-23

Responsibilities Added:

Provide mentorship and develop networks

Proactively develop and enhance liasion relationships with internal and external security stakeholder groups. Coordinates collaborative working groups as required.

Responsibilities Removed:

- Co-chair the Cross Government Security Committee (no longer exists, language changed to reflect evergreened committee work).

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director of the Provincial Security Office, this position is the key contact and subject matter expert for the Ministry on security issues related to: policy development; threat, risk and impact assessments; planning; training; and administration. The position provides direction on a coordinated approach, leadership and consultative advice to stakeholders including: the Executive Team, and executive and senior managers. The position is accountable to develop and maintain partnerships with external stakeholders regarding the coordination of activities, security issues and exchange of intelligence information through consultation with various organizations, including Infrastructure, Technology & Innovation, the Public Service Commission and numerous provincial and federal law enforcement agencies, boards and commissions (ABCs).

This position is consultative and advisory in nature. As a front line manager within the Provincial Security Office, the Provincial Security Manager leads a team of Corporate Security Advisors and the Security Clearance Coordinator. It is accountable for the development of policy and framework to ensure the coordination of all security aspects within the Ministry and across the GoA.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Lead the development of a strategic framework to ensure that there is a well developed cross government security framework with supporting policies and processes to ensure a comprehensive and consistent level of security

Compile and produce a variety of reports for ET with key security information.

Prepare assessments, options and lead the roll-out of a Provincial Security Perspective

Provide advice, research and support, both internally and externally, with respect to developing and enhancing security measures at all facilities occupied by the GoA and its boards and agencies.

Maintain contact with other jurisdictions to identify security protocols and arrangements that are being used or planned and collaborate as appropriate to integrate security plans and responses to incidents or threats.

Audit compliance with developed security policies and standards on an ongoing basis.

Co-chair relevant security related committee and working group meetings.

2. Identify emerging security issues and risks and ensure the GoA is well positioned to respond

Leads the PSO team to provide advice to ET on security matters and report on the status of both one-time and ongoing security issues within the Government of Alberta, the Ministry, and with all security partners.

Conduct or participate in post-event reviews arising from reported security incidents as required.

Consults and collaborates with GoA Cyber Security Services and Sheriffs branch regarding security incidents and investigations.

3. Develop and deliver on-going training and education for the GoA

Deploys the PSO team to provide training and orientation of GoA staff. The staff component of the GoA is considerable, and includes diverse business groups with unique security needs and client access.

Ensure business units are trained on existing policies and emerging issues by leading workshops, training sessions and professional development initiatives regarding security related matters.

4. Provide leadership in the management of sensitive security issues or risks

Maintain direct communication with ET and directly impacted area or individual.

Provide advice and leadership at the Deputy Minister's request.

Conduct vulnerability/threat assessments - work and residential.

Coordinate executive protection and employee safety files.

Communicates effectively with the Director - Provincial Security Office to coordinate operational planning, unit resourcing and staff development.

5. Working as a level two law enforcement agency within the GoA

Liaise with Security Services within Alberta such as local police agencies, the RCMP, Sheriffs, the Alberta Law Enforcement Response Teams (ALERT), Canada Border Services Agency, and other jurisdictions. Develop and establish coordinated response measures associated with specific threats that may be encountered during normal or emergency business activities.

6. Act as the Ministry's point of contact for managing and coordinating responses to security concerns and issues raised

Ensure assessments and evaluations are performed in compliance with established security policies.
Conduct various audits across the GoA.
Assists with providing security recommendations and advice to program areas that are located in GoA owned or leased buildings or where they operate intermittently [eg. Circuit courts].
Provide advice and participate in projects.

Problem Solving

Typical problems solved:

Security issues within GoA are fragmented, and responsibilities rest in a number of different areas with no clear model for Ministries to follow. There is an absence of overarching security standards, policies and coordination. Accordingly, all actions relating to the assessment and response to security risks/threats will be driven by the incumbent's judgment and problem-solving skills, almost always with imperfect and conflicting information and competing priorities.

The position will be required to be a lead stakeholder in the development of a cross government security policy to address these gaps and seek an enterprise security risk model. This will entail proactive engagement with other key security stakeholder groups with different mandates to support all Ministries across the GoA. The incumbent must be able to analyze situations and assess issues and risks, then develop robust strategies and scenarios so that Ministries can address evolving security needs successfully.

Solutions to security risks/threats must be done in a time sensitive yet integrated manner, often without key information (or conflicting information). To be successful, the incumbent will need the ability to frame the issue effectively before possible responses can be proposed, formulated, and implemented.

After a security incident has occurred, the incumbent is expected to perform an initial assessment of what has occurred, identify and analyze ongoing or future risks, decide on an appropriate solution and coordinate or assist with the response quickly and decisively.

Types of guidance available for problem solving:

Limited guidance is available from the Director - Provincial Security Office. Work is conducted with considerable independence and autonomy, largely by identifying relevant risk and applying risk mitigation (or prevention) strategies. Procedures and guidelines are limited, which requires a high degree of initiative and self confidence in risk management and threat assessment methodologies.

Direct or indirect impacts of decisions:

Advice and strategies provided have a direct link to public safety as well as the operational, legal, political, and financial risk to the GoA, its employees, information and assets.

Key Relationships

Major stakeholders and purpose of interactions:

Internal:

Minister, Deputy Minister and ET: Planning, policy and procedure creation, coordination with other jurisdictions.

ADM PSD and ED PSIO: Elevating sensitive operational concerns, problem-solving, proposing solutions.

Ministry Security Committee Members: Coordination of security-related issues and activities, exchange of intelligence information

CIO and Information Services Branch: Ensuring that IT security policies are integrated into overall Provincial Security Policies and Plans

SFO and Financial Services Branch: Ensuring financial security policies are integrated into the overall Provincial Security Policies and Plans

External:

Infrastructure: Coordination of security plans, exchange of intelligence/information, ensuring facility requirements are maintained or enhanced as needed.

Service Alberta Red Tape Reduction: Working with the Ministry CIO, coordination of policies and procedures related to information security. Work with the Employee Safety Office.

Police and Intelligence Units (Federal, Municipal, and other Provincial jurisdictions): Coordination of activities and responses to security issues/threats.

Legislature security: Coordination of security for the Minister, the Minister's staff and the Minister's constituency office, during normal operations and in the event of an anticipated or actual threat. Assist with security planning for other elected officials (upon request).

Contracted service providers, consultants and private security services: Establishment of contracts, standards and services provided

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other	Other	

If other, specify:

Security, Intelligence, Risk Management (or equivalent combination of training/experience in lieu)

Job-specific experience, technical competencies, certification and/or training:

- Valid Class 5 Alberta Drivers License
- Occupational Health and Safety training related to workplace security and/or residential security (preferred)
- Threat Assessment/Risk Mitigation training (CPP, CPTED, HCR-20, Protect International, or others)
- Ability to obtain and maintain Peace Officer status
- Experience dealing with complex security issues
- Experience implementing physical and cyber security standards and practices
- Familiarity with Government Security Screening standards and practices
- Experience conducting and leading sensitive and timely investigations (national security, major crimes, security intelligence, internal security)
- Recent Experience conducting threat and risk assessments
- Excellent written and verbal communication skills
- Strategic acumen: ability to think and lead strategically in 'whole of government' context
- Tactical acumen: understanding of tactics, techniques and procedures deployed by hostile threat actors or persons of unknown motivation
- Operational acumen: ability to develop and execute risk awareness, prevention and mitigation plans.
- Working knowledge of 1GX, JOIN, Document Hub (aka Sharepoint), APSA.
- Experience using Microsoft Office Suite
- Working knowledge of open source research methodologies (including social media)

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none"> Plans for how current situation is affected by broader trends Integrates issues, political environment and risks when considering possible actions Supports organization vision and goals through strategy Addresses behaviours that challenge progress 	This position proactively addresses dynamic security risks to the GoA through frequent consultation and collaboration with informed stakeholders. The Manager must remain sensitive to conflicting mandates of client groups and develop effective strategies for compromise and lasting change management.

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	<p>This position works with a diverse group of clients and stakeholders, often during stressful situations with limited information and tight deadlines. The manager must effectively manage reasonable expectations and develop trust in an expedient manner.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<p>This position must integrate the GoA's security interests with the province's strategic goals through personal engagement with varied stakeholders at multiple levels of responsibility.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>The position must provide developmental guidance to Security Advisors across the GoA as well as other security professionals. The manager must develop and implement unique training plans for PSO unit members and effective performance measurement strategies.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans 	<p>This position must create and improve upon processes, models, programs and practices that are adaptable to a broad spectrum of continually evolving human induced threats, both foreign and domestic. The manager must develop the capacity to assess and communicate risks to decision makers.</p>

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