

Working Title Manager, ACPS Security	Name
---	------

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit ACPS/OSSO/Workforce Planning	Ministry Justice
-----------------	--	---	---------------------

Present Class Manager 1	Requested Class	Levels to Deputy Minister (Not including incumbent level) 3
----------------------------	-----------------	--

Dept ID	Program Code 00094	Project Code (if applicable)
---------	-----------------------	------------------------------

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 28-32](#)).

Reporting to the Director, Workforce Planning, in the Operations & Strategic Services Office (OSSO) generally and to the ADM, Alberta Crown Prosecution Service (ACPS) on divisional matters, this position is required to ensure ACPS security interests are maintained and to provide expertise, vision and direction to maintain a suitable level of security for the ACPS. In order to remain proficient, crown prosecutors and staff must be able to execute their duties without trepidation, threats or acts of intimidation. The mere perception of ineffective security could negatively impact the integrity of a criminal prosecution and the administration of justice.

This position champions and maintains the core security services and functions on behalf of ACPS including,

1. Maintain ACPS Security protocol as required
2. Chair the Intimidation of Justice Official SCOPE sub-committee
3. Manage the JOIN flagging program
4. Security Education and Facilitation
5. Liaise with Law Enforcement Agencies and Sheriffs Branch regarding investigative and security matters
6. Liaise with other Provincial and Federal Government Agencies on a security matters
7. Preventative Security Strategies
8. Physical Security Assessments for personal safety
9. Information Tracking
10. Manage Law Enforcement Residential Address Flagging program
11. Liaise with ACPS OH&S consultants on Hazard Assessments and site visits
12. Liaise with the Provincial Security Office on cross ministry security policy development/review/updates for GoA
13. Maintain confidentiality of ACPS data
14. Conducts investigations and threat assessments, and
15. Manages assigned staff

This position also works through a Memorandum of Understanding with the Sheriff Branch, is a member of CISA, and has a historic collaboration agreement with the Provincial Security Office. These relationships are to ensure there is a consistent approach to security across government.

The position is accountable to develop and maintain partnerships with both internal and external stakeholders alike through various organizations, departments, and agencies, including law enforcement and security and intelligence

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See PP [Slides 28-32](#)).

communities at the municipal, provincial and federal level. This will be achieved through the coordination of activities and the exchange of security and intelligence related information. The objective for this position is to maintain an accurate read of the threat landscape so security resources, education and advice can be efficiently applied to better protect ACPS employees.

In the event of an emergency, this person must either be available immediately or have arrangements in place for a qualified alternate to address the situation.

This position is accountable for the development of policy, procedures and education to ensure the coordination of all security aspects within the ACPS while being mindful of Cross Ministry Security initiatives.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

**Provide direction and leadership in relation to the development of a security framework to ensure that ACPS has a well-developed security posture with supporting policies and processes to ensure a comprehensive and consistent level of security.**

- Design, implement and enhance the overall security framework with supporting policies, procedures, standards, reporting mechanisms and technologies to ensure a comprehensive and consistent level of security.
- Develop and maintain an in-depth knowledge of the organization, business strategies, culture and its related operational delivery structure.
- Compile and produce a variety of reports for leadership with key security information and advice.
- Work in a liaison capacity with PSES PSO and other GOA Security providers
- Prepare assessments, options and lead the roll-out of the ACPS Security perspective.
- Provide advice, research, and support, both internally and externally, with respect to developing and enhancing security measures for ACPS staff and facilities occupied by the Division.
- Maintain contact with other municipal, provincial, and federal jurisdictions to identify security protocols and arrangements that are being used or planned. In conjunction with these jurisdictions, determine when it would be advantageous to collaborate in order to integrate security plans and responses to incidents or threats.
- Analyze and review the integrity and quality of the information used and adjust as required in order to identify risks.
- Compile, edit, and produce a variety of reports to provide leadership with key quantifiable security management data which will assist in decision-making and planning processes.
- Implement reporting on new risk indicators as the security assessments and reporting systems evolve.
- Act as Chairperson of the SCOPE Intimidation of Justice Officials Subcommittee, including maintaining the JOIN flagging program and identifying new initiatives to advance awareness surrounding intimidation of justice officials.
- Audit compliance with developed security policies and standards on an ongoing basis.

**Identify emerging security issues and risks and ensure ACPS is well positioned to respond**

- Provide advice to ACPS leadership on security matters and report on the status of both one-time and

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes (not duties) of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP [Slides 20-27](#)).

ongoing security issues within the Ministry.

- Assess risks/threats to prosecutors and staff security and safety and develop proactive and reactive strategies to respond efficiently to events/risks and mitigate their associated negative impacts.
- Conduct or participate as the ACPS representative in post-event reviews arising from reported security incidents as required.
- Liaise/maintain positive relationships with security, intelligence, and law enforcement services within Alberta (including police agencies, RCMP, Sheriffs, the Alberta Law Enforcement Team (ALERT), Canada Border Services Agency, CISA, and other jurisdictions).
- Communicate with and coordinate the response of Infrastructure, Facilities Management, Service Alberta, Private Security Services and other Inter-Provincial Agencies.
- Liaise/maintain positive relationships with federal partners such as, Public Prosecution Service of Canada and Public Safety Canada.

**Develop and deliver on-going training and education for ACPS staff**

- Provide security training and orientation of ACPS staff and ensure they are well trained on existing policies and emerging issues.
- Provide advice and participate in Justice and Cross Ministry committees established to create security awareness and training initiatives for Justice and GoA staff, where time permits.

**Liaise with GoA Occupational Health and Safety Consultant**

- Participates in workplace inspections and takes appropriate action to address any security issues
- Responds to and investigates concerns and complaints that are related to security and safety of ACPS staff
- Participates in the investigation of injuries and accidents related to the safety and security of ACPS staff

**Provide leadership in the management of sensitive security issues or risks**

- Maintain direct communication with ACPS Prosecution Executive Leadership Team through the ADM and directly impacted ACPS Offices or individuals.
- Provide security advice and leadership with respect to ACPS staff personal safety plans and mitigation strategies, while ensuring appropriate management are aware of situation.

**Liaise with Security Services within Alberta such as local police agencies, the RCMP, Sheriffs, the Alberta Law Enforcement Response Team (ALERT), Canada Border Services Agency, and other jurisdictions**

- The purpose of this contact is the development and establishment of coordinated response measures associated with specific threats that may be encountered during normal or emergency business activities. The accountability of this contact is the completion and efficacy of these response measures.

**KNOWLEDGE/EXPERIENCE:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP Slides 33-37).

**Education and Occupational Certification:**

- Valid Class 5 Alberta Drivers License.
- Occupational Health and Safety training related to workplace security and/or residential security is preferred.
- Crime Prevention Through Environmental Design (CPTED) Certificate is preferred, training is acceptable.
- University degree or college diploma in related field is preferred.
- Threat Assessment/Risk Mitigation Training such as HCR-20 or other structured judgement tools is preferred.

**Experience:**

- 10 years combined experience in related field, experience in the following areas is preferable:
  - Law enforcement, criminal investigations, crime prevention, security operations
  - Leadership role serving on an investigative team, operational or emergency planning team
  - Provider/facilitator of educational training and instruction on crime prevention, safety planning and security
  - Assessor/auditor of security requirements for victims, witnesses, or in a public sector environment

**Knowledge:**

- Extensive knowledge of role and responsibilities of Crown Prosecutors.
- Extensive knowledge of confidentiality requirements of criminal justice information.
- Extensive knowledge of all aspects of safety and security with emphasis on security of individuals, technological and information security, and personal protection against a range of threats.
- Strong knowledge of the criminal code and other statutes as they relate to investigations, evidence, offences and convictions.
- Working knowledge of the Occupational Health & Safety Act and related legislation.
- Knowledge of standard emergency management policy and procedure (national, provincial).
- Knowledge of Facility Emergency Response Planning and critical infrastructure protection plans.
- Strong knowledge of Occupational Health and Safety policy and procedure with emphasis on safety and security within government worksites.
- Broad knowledge of issues relating to information management, information security and privacy protection.
- Extensive knowledge of security-related risk management methodologies, techniques and mitigation strategies.
- Extensive knowledge of security systems and technologies, and knowledge of public security procedures, policing methods and relevant legislation and policy.

**Skills/Abilities**

- Proven leadership, and service delivery skills to a variety of stakeholders in an executive leadership environment.
- Strong ability to coordinate the work of professional staff, project teams, contractors, and consultants.
- Excellent written and verbal communication skills.
- Ability to present information effectively to large audiences.
- Ability to translate technical and security concepts into non-technical language for a broad audience.

- Strong ability to manage multiple priorities and produce results in an environment with uncompromising

**KNOWLEDGE/EXPERIENCE:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP [Slides 33-37](#)).

deadlines.

- Ability to negotiate agreements, present arguments on behalf of ACPS, and exercise judgment where compromise is often necessary to secure a positive outcome.
- Strong ability to develop and maintain productive relationships with individuals and organizations at all levels of the public service and the private sector.
- Strong ability to handle and safeguard highly confidential and sensitive information in an appropriate manner.
- Peace Officer Status is required.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP [Slides 38-40](#)).

- Maintains ongoing communication with ADM, Chief Crown Prosecutors, Directors, Deputy Chief Crown Prosecutors on security issues to ensure position has current information. available to deal with security needs promptly and with limited disruption to affected ACPS staff
- Coordinates the synchronization of ACPS and Provincial Security Office to ensure comprehensive and well executed responses are provided.
- Negotiates with others to create win-win situations, frequently when there are competing priorities, or when changes have organization-wide impact and resource implications.
- Maintains regular contact with other GoA departments at the executive level, with senior leaders of law enforcement agencies and with contract agencies in order to coordinate effective and reliable ACPS security. Maintains ongoing communication with a broad spectrum of stakeholders on security and safety issues to ensure issues are anticipated and addressed so as to limit disruption to programs and services.
- Maintains communication with staff and outside agencies such as the police, emergency services in crisis situations (i.e. medical emergency, offender disturbances, serious assaults, riots, hostage takings, etc.).

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP [Slides 41-43](#)).

The position must use problem analysis and develop strategies to better address ACPS security needs. The incumbent must be able to analyze situations and assess issues and risks, then develop robust strategies and scenarios so the Ministry can address its evolving security needs successfully.

Solutions to security risks/threats must be done in an integrated manner, taking into account numerous areas within Justice that may be involved or need to be informed, including ET, the judiciary, the Ministry Information Security Officer, communications, facilities management, emergency management, etc. To be successful, the incumbent will need the ability to frame the issue effectively before possible responses can be proposed, formulated, and implemented.

In a risky or emergency situation, 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.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence and indicate the frequency, purpose and nature of the contact (i.e. how they are affected by recommendations, decision-making and action(s) taken) (See PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
<b>Internal</b>		
ADM/PSEL	As required	Planning, policy and procedure creation, coordination with other jurisdictions
Chief Crown Prosecutors/Deputy Chief Crown Prosecutors	Weekly or more frequently as required	Elevating sensitive operational concerns, problem solving, proposing solutions
Director, Business Operations	Weekly	Exchange of information
Minister, Deputy Minister	As required	Coordination of security-related issues and activities, exchange of intelligence information
ADM and Director of Technology and Business Services	As required	Ensuring that IT security policies are integrated into overall Corporate Security Policies and Plans
Ministry Security Committee Members	As required	Ensuring financial security policies are integrated into the overall Corporate Security Policies and Plans
<b>External</b>		
GoA Security Committee	As required or at the call of the Chair	Coordination of activities, security issues and exchange of intelligence/information
Infrastructure	As required	Coordination of security plans, exchange of intelligence/information, ensuring facility requirements are maintained or enhanced as needed
Service Alberta	As required	Working with the Ministry CIO, coordination of policies and procedures related to information security
Police and Intelligence Units	As required, potentially on a 24/7 basis	Coordination of activities and responses to security issues/threats
Contracted service providers, consultants and private security services	As required	Establishment of contracts, standards and services provided

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

The incumbent is accountable for the delivery and coordination of security services for ACPS staff and its public-facing buildings and other locations. The position is responsible for keeping the relevant Director, Business Operations, the ADM and in some cases, the Director of Corporate Security Services apprised of major issues as they may arise. This position requires the ability to interact effectively with senior levels of government, prosecutors/staff and their families and other organizations active in the physical and technical security field. The incumbent will be required to collaborate with a number of stakeholders. This position will be required to encourage and prompt individuals and organizations to accept policy decisions or changes in procedure which have ACPS or Ministry-wide impact.