

Job Opportunity 2019 -

Title: Security Manager, Cornwall Centre
Location: Cornwall Centre, Regina SK
Reporting To: Retail Manager, Cornwall Centre

Tasks & Responsibilities:

- Development and implementation of a Life Safety and Security plan for a 570,000 + sq. ft. office and retail complex in downtown Regina aimed at loss prevention programs to protect both the assets of the owners and the Project's many commercial and retail tenants;
- Management of third party security contract, through supervisory staff, with emphasis on developing a comprehensive training program as it relates to loss prevention, occupants life safety and the future image of the redeveloped property;
- Maintain ongoing communication with the Retail Manager to ensure that information is shared on a timely and effective basis;
- Ensure that proper procedures are observed relative to reporting of liability claims and completion of occurrence reports;
- Develop and maintain communications with office and retail tenants, local law enforcement agencies regarding crime prevention, local fire prevention personnel and to liaise with Security peers in the downtown area;
- Develop and foster inter-departmental co-operation, within the project, to ensure shared communication for safety of all concerned;
- Assist in the preparation of annual Life Safety and Security Budgets and reconciliation of same;
- Organization and implementation of seminars for office tenants regarding safety and security issues, along with Fire Warden Training and the planning and implementation of an annual fire evacuation drill;
- Act as Co-chair for Health & Safety Committee;
- Develop and update comprehensive Threat Assessments, Crisis Response Plans and Life Safety Plans for the property;
- Develop, implement and maintain Emergency, Fire and Life Safety Plans;
- Development and implementation of emergency procedures, disaster recovery plans, building access control, security systems, reports and recommendations;
- Any other tasks as directed by Retail Manager.

Skills & Experience Required:

- A minimum of five (5) years' security experience (preferably in an office / retail environment);
- Proven management and supervision skills (previous experience with third party services a definite asset);
- Fully competent in all aspects of health & safety legislation;
- Must be public relations and customer service focused;
- Must be highly organized and able to manage multiple direct reports;
- Excellent inter-personal skills; Strong coaching, mentoring and training skills;
- Be self-motivated, self-confident, diplomatic, innovative and able to accept challenges;
- Superior written and oral communication skills;
- Post secondary degree in law enforcement is viewed as an asset;
- Able to work in a 'Team' environment;
- Computer literacy.
- Must provide clear criminal clearance certificate.

If you, or anyone that you know of, are interested in applying for this position, please forward your resume, no later than August 15th, 2019, to:

**Douglas Bailey, Retail Manager
Cornwall Centre
Administration Office
202 – 2114 11th Avenue
Regina SK S4P 0J5**

Email: douglas.g.bailey@cushwake.com