Manager, Health, Safety and Security

Department:	HR and Facilities Services	**Competition #:**	26-A-01
Campus:	South - Windsor	**Classification:**	Administration
Posting Type:	Internal/External	**Salary Range:**	Starting Salary: $98.395.00 Salary Range: $98,395 – 122,994
Status:	Full-Time	**Closing Date:**	Wednesday, February 4, 2026, at 4:30pm
Presentation Required:	Yes	**Start Date:**	Immediate

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

Description:

The Manager, Health, Safety & Security provides strategic leadership and operational oversight for all aspects of campus security operations, emergency management services, corporate risk management, fire safety, and coordination of health and safety, across all St. Clair College campuses. The incumbent ensures College policies, procedures, training, and communications related to these aspects reflect best practices and comply with applicable municipal, provincial, and federal legislation and occupational health and safety standards. This role plays a critical leadership function in safeguarding the College community, minimizing institutional risk, and ensuring operational resilience.

Summary of Duties:

Health & Safety / Fire Safety

- Serve as the College's Health and Safety Consultant, helping to ensure compliance with the Occupational Health & Safety Act, WHMIS, Fire Code, and related legislation.
- Act as the College Fire Marshal, maintaining fire safety plans, evacuation procedures, drills, and life-safety education.
- Advise College leadership, employees, and students on occupational health and safety requirements, life-safety protocols, and regulatory compliance.
- Serve as a standing member and resource to the Joint Health & Safety Committee.
- Oversee hazardous materials handling, storage, and disposal programs in compliance with legislative and regulatory requirements.
- Conduct regular facility inspections and ensure timely corrective actions for identified deficiencies.
- Follow up on all injury reports for staff and students and ensure corrective action when required.
- Oversee College's Health and Safety system, maintain statistics and reports.
- WSIB Case Management.

Emergency Management & Business Continuity

- Lead the planning, development, implementation, and continuous improvement of the College's comprehensive emergency management framework, encompassing prevention, mitigation, preparedness, response, and recovery.
- Act as Incident Manager and Chair of the Emergency Response Planning Committee.
- Evaluate annually and maintain campus and residence-specific emergency plans.
- Integrate emergency plans into operational procedures and conduct regular drills, tabletop exercises, and training programs.
- Manage emergency communications systems and protocols.
- Develop and maintain business recovery and continuity plans in collaboration with college stakeholders.

Security & Campus Safety

- Provide leadership and oversight of the College's contracted security services, ensuring high-quality, customer-service focused security operations across all campuses.
- Establish, implement, and regularly update campus security standards, service levels, surveillance practices, access control systems, and monitoring protocols.
- Respond to and oversee investigations related to security incidents, complaints, and critical events in accordance with college policy and applicable laws.
- Monitor, analyze, and report on campus crime and security statistics; identify trends and implement corrective and preventive measures.
- Develop and deliver education initiatives for staff and students.
- Collaborate with Facilities Management to plan security-related capital improvements, equipment acquisition, and deferred maintenance remediation.
- Build and maintain strong working relationships with local police services and external security and emergency response partners.

- Serve as a member of the Campus Care Team and Event Management Team, providing guidance on behavioural concerns and event safety planning.

Leadership & Administration

- Provide leadership and oversight to internal staff and contracted service providers.
- Participate and provide leadership on the College's enterprise risk management committee.
- Establish measurable goals and strategies to proactively reduce safety, security, and operational risks in presentable formats for recommendations to senior leadership.
- Monitor emerging technologies, standards, and best practices in security, emergency management and health and safety.
- Respond to internal and external information requests and provide expert advice to college committees and stakeholders.

Qualifications:

- Occupational Health & Safety post-secondary education or other related discipline and experience. Canadian Registered Safety Technician certification is an asset.
- Minimum of five (5) years of progressive leadership experience in security, emergency management, risk management, and occupational health and safety within a complex organization.
- Demonstrated experience managing contracted services and working with external emergency agencies.
- Proven experience developing policies, procedures, emergency plans, and compliance frameworks.
- Experience in post-secondary, public sector, or large institutional environments is an asset.

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Skills & Competencies

- Strong leadership, judgment, and decision-making abilities, particularly in high-pressure situations.
- In-depth knowledge of applicable legislation, regulations, and best practices.
- Excellent communication, relationship-building, and stakeholder engagement skills.
- Strong analytical, reporting, and problem-solving capabilities.

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.

Please forward your resume quoting the competition # by online application at https://www.stclaircollege.ca/careers/apply. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: https://intranet.stclaircollege.ca/human-resources/job-application-form.html. We do not use artificial intelligence (AI) to screen or assess applicants, nor do we request or collect personal information beyond what is needed for the application process. Candidates can confirm the legitimacy of any job posting by checking the St. Clair College careers website.

Canadian work experience is not a requirement. Candidates with non-North American credentials must provide a World Education Services (WES) evaluation confirming the Canadian equivalency of the credentials. Candidates who have non-North American credentials who have not yet been assessed as indicated above are expected to make application to WES. Offers of employment require a completed evaluation from WES.

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

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