



SAFETY AND RISK OFFICER
INTEGRATED SOCIAL SERVICES DIVISION
ONE (1) PERMANENT FULL-TIME POSITION

POSTING NUMBER:	11-2025	STATUS:	EXTERNAL
POSTING DATE:	FEBRUARY 14, 2025	CLOSING DATE:	FEBRUARY 28, 2025
AFFILIATION:	NON-UNION	HOURS PER WEEK:	35
SALARY GROUP:	8	SALARY:	\$72,610.37 - \$85,423.97

POSITION SUMMARY:

Reporting to the Manager, Housing Operations, the Safety and Risk Officer is responsible for conducting comprehensive assessments, analyzing data, and providing insights to support the development and enhancement of the organization's physical security program.

MAJOR RESPONSIBILITIES:

1. Conducts security risk assessments to identify potential vulnerabilities and threats to the organization's physical assets, facilities, and personnel (both inside and at the property level or for Non-Profit Housing Providers).
2. Utilizes risk assessment methodologies and tools to quantify risks and prioritize mitigation strategies.
3. Analyzes security-related data, incident reports, and historical trends to identify patterns or areas of concern and to assess the effectiveness of physical security measures and programs.
4. Collaborates with cross-functional teams and external stakeholders to gather relevant data and information for analysis.
5. Assists in the development and enhancement of the physical security program and physical security policies, procedures and protocols based on risk assessment findings and industry best practices.
6. Generates reports, presentations, and dashboards to communicate analysis findings and recommendations to mitigate identified security risks and vulnerabilities to stakeholders and senior management.
7. Conducts regular reviews and audits to ensure compliance with established physical security standards.
8. Provides analytical support during security incidents and investigations, including gathering and analyzing relevant data, reviewing surveillance footage, and documenting findings.

9. Assists in the development and delivery of physical security training programs for employees, focusing on risk awareness, emergency response and incident reporting.
10. Assists with on-call system and resolves issues as they arise.
11. Performs other duties as assigned.

QUALIFICATIONS:

Education/Experience

- Degree or Diploma in a relevant field such as business management, facility management, security management, data analysis, criminology, police foundations or a related discipline.
- Minimum 2 years experience in security and risk analysis and management, program development and related activities.
- Combination of education and experience will be considered.
- Working knowledge of related legislation including the *Occupational Health and Safety Act, Ontario Building Code, Ontario Fire Code, Accessibility for Ontarians Disability Act, Housing Services Act, and Tribunals Ontario Landlord and Tenant Board.*

Assets

- Professional certification from ASIS such as the CPP (Certified Protection Professional) designation, Crime Prevention Through Environmental Design (CPTED).

Skills/Abilities

- Strong knowledge of physical security principles, risk management methodologies, and industry best practices.
- Proficiency in analyzing and interpreting security-related data and metrics.
- Excellent analytical and problem-solving skills, with the ability to think critically and provide actionable recommendations.
- Strong attention to detail and ability to work with complex datasets.
- Strong communication and presentation skills to convey analysis findings to both technical and non-technical stakeholders.
- Ability to work independently and collaboratively in a cross-functional team environment.
- Familiarity with relevant laws, regulations, and industry standards related to physical security.
- Flexibility to adapt to changing priorities and handle multiple projects simultaneously.
- Must be proficient with basic level in word processing software and an intermediate level in spreadsheet software.
- Strong interpersonal, organizational, planning, and project management skills.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Use of a vehicle is required.
- Travel is required.
- May be required to work irregular hours.
- Must maintain confidentiality.

HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources
The District of Thunder Bay Social Services Administration Board
231 May Street South
Thunder Bay, ON P7E 1B5
Email: careers@tbdssab.ca | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). All other applicants must complete the [TBDSSAB External Application Form](#).

Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](https://www.tbdssab.ca/about/careers/):
<https://www.tbdssab.ca/about/careers/>

ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan
Ishkwaandemonan**
Opening Doors for You