

# Head of Security

---

## Title

Head of Security

## Reports To

Operations Manager

## Summary

The Head of Security is responsible for controlling access to the site, facility and restricted areas within the facility. They are responsible for guarding against theft and vandalism, maintenance of order or any other protective services and enforcing security regulations as per the *Cannabis Regulations*.

This position requires Health Canada security clearance.

## Job Description

- Must have thorough knowledge of the *Cannabis Act* and activities that pertain to it
- Responsible for ensuring that the physical security measures comply with Part 4 of the *Cannabis Regulations*
- Responsible for the Organizational Security Plan
- Detecting and responding to new adverse information received that could compromise an employee's security clearance
- Detecting and responding to adverse information received regarding a non-security-cleared employee that could compromise the organization's security
- Control of staff arrival and entry to the facility (procedure for gate/door to open, etc.)
- Control of guest, vendor and contractor arrival and entry to the facility (including deliveries/pick-up)
- Implementing response procedures for any entry and exit breaches
- Regulating staff access to areas where cannabis is present, including vault/storage areas (procedure for access controls/intrusion detection)
- Control of guest, vendor and contractor access to areas where cannabis is present, including vault/storage areas (including deliveries/pick-up)
- Implementing response procedures for any access control or intrusion detection breaches in areas where cannabis is present, including vault/storage areas
- Responsible for storage and retrieval of video monitoring footage
- Testing of all physical security features and response procedures (frequency, method, etc.)
- Responsible for security measures steps that will be taken to ensure the safekeeping of cannabis when being shipped, delivered and/or transported
- Facilitating destruction method and handling of cannabis waste

- Overseeing internal security training and awareness requirements (for all employees)
- Facilitating employees reports on security concerns, incidents or breaches
- Implementing contingency plan if record keeping system fails or goes down
- Detection of loss or theft
- Validation that cannabis entering the facility is from a legal source
- Protection of client information
- Implementing response procedure should cannabis be found to enter or leave the facility in an unauthorized manner

## Requirements

- Working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email
- Must possess a valid driver's licence
- Must have first-aid and CPR certification
- Highly effective teamwork skills
- Strong conflict management skills
- Effective communication skills with individuals at all levels of the organization and visitors
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure and provide good customer care
- Strong work ethic and positive team attitude
- Computer literate including Microsoft Office
- Bilingualism is an asset

## Qualifications

- College Diploma in a relevant field (e.g. law and security) or acceptable combination of experience and equivalent skills
- Experience as a police officer is an asset
- Previous experience as a Head of Security or in a related field is an asset

## Work Conditions

- Must be able to Sit and Stand and/or Walk for prolonged periods of time
- Light strength demands; 5-10 kg (11-22 lbs)
- Other body positioning (e.g. bending, stooping etc.) in addition to Standing and/or Walking
- Overtime as required
- Potential for dangerous circumstances