

<b>Position Title</b>	Sessional Officer	<b>Classification</b>	Grid Level 9
<b>Branch</b>	Office of the Sergeant-at-Arms	<b>Position #</b>	TBD
<b>Reports to</b>	Chamber Supervisor, Corridor Supervisor, Gallery Supervisor, or Mail Room Supervisor	<b>Date Updated</b>	July 2019

## PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

The Office of the Sergeant-at-Arms ensures that the Legislative Assembly and its members are able to conduct their business without interference or interruption.

## POSITION SUMMARY

The Sessional Officers unit operates in an environment where the incumbent may receive direction and supervision from the Chamber Supervisor, Corridor Supervisor, Gallery Supervisor and/or Mail Room Supervisor. This matrix environment facilitates the assignment of resources to different locations in the Parliament Buildings as needed, and promotes the coordination of activities across the unit.

There are approximately 30 Sessional Officers in the unit. Each Sessional Officer facilitates and controls the access of Members of the Legislative Assembly (MLAs) and others who have legitimate access to the Legislative Chamber, galleries, committee rooms, and/or corridors, and provides security-related duties during House sittings and committee meetings.

The Sessional Officer prepares the Chamber, galleries, corridors, associated rooms and facilities for use, and ensures rooms are locked and secured after use. The Sessional Officer also ensures that care and delivery of ceremonial garments worn by the Speaker, Clerks, Sergeant-at-Arms, and other Permanent House officers and staff are met.

The incumbent must be cognizant of the high profile of the Legislature, and must ensure all undertaken issues follow protocol and are handled with tact and discretion.

## RESPONSIBILITIES

- Carries out physical security checks, patrols rooms and galleries, and takes up post outside the Chamber or other rooms as required;
- Prepares and controls access to the Chamber, committee rooms, the Legislative Library, and other rooms as assigned;
- Operates metal detectors to examine visitors and their personal effects for banned items (e.g. potential weapons, parcels, briefcases, and cameras) and provides safe storage of personal effects;

- Scans visitor passes and group reservations, and directs visitors to appropriate destination or seating;
- Provides information to visitors and assists infirm or disabled visitors as required;
- Continually monitors the conduct of visitors, and calms, persuades, warns and, when necessary, removes persons who will not conform to the Speaker's "Rules of the Public Galleries";
- Locks doors, denying entry to or exit from the House during House Assembly and Divisions, and performs other assigned security or ceremonial duties;
- Dispatches notes written by the public to MLAs in the Chamber, using discretion to indicate whether notes should be routed through the Sergeant-at-Arms or the Deputy Sergeant-at-Arms;
- Places the Votes, Orders, and Bill Binders on Members' desks for insertion of new issues, and inserts or removes sessional papers as required; and
- Collects and returns robes and other ceremonial attire.

## **SPECIAL REQUIREMENTS**

Work hours can fall between 8:30 a.m. and 7 p.m., Mondays through Thursdays, when the House is in session. If the House sits late, Sessional Officers may be required to work overtime.

Sessional Officers may be given opportunities to work outside of House sitting times. Duties performed during these occasions will be assigned by the Operations Commander.

## **SELECTION CRITERIA**

### **Education, training and experience:**

- Grade 12 plus a minimum of one year of administrative experience, or an equivalent combination of education and experience; and
- Experience in communicating effectively and interacting in a tactful, professional and courteous manner with various office staff and the public.

### **Knowledge, skills and abilities:**

- Knowledge of methods, techniques and procedures required to operate security equipment;
- Knowledge of the history, customs and traditions of the Legislative Assembly of B.C. and the Parliament Buildings;
- Attention to detail and accuracy;
- Ability to communicate effectively and interact in a tactful, professional and courteous manner with MLAs, officers and staff of the Legislature, and the public;
- Ability to work both as a team member and independently;
- Ability to handle interruptions to work and changes in schedules and priorities;
- Ability to follow protocol guidelines;
- Ability to operate security equipment such as portal and hand-held metal detectors and parcel X-ray machines; and
- Ability to speak a second language preferred.

## **COMPETENCIES**

**Service Orientation** is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

**Teamwork and Cooperation** is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

**Results Focus** is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

**Problem Solving and Judgment** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

**Listening, Understand and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings and concerns of others.