

Job Title	Security Procedures Analyst	Classification	Grid Level 27
Department	Sergeant-at-Arms	Date Updated	April 2026
Reports to	Director, Office of the Sergeant-at-Arms		

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*.

DEPARTMENT SUMMARY

The Office of the Sergeant-at-Arms ensures that the Legislative Assembly and its Members (MLAs) can conduct their business without interference or interruption. It is also responsible for the ceremonial aspects of the House, for security functions, providing security support to Constituency Office and staff, and providing ongoing administrative services and Chamber support when the House is in Session. The Office of the Sergeant-at-Arms continually works to ensure that the department reflects the diversity of the local community and through these efforts, it strengthens the services and support of the Legislative Assembly, its Members, its staff and the public.

JOB SUMMARY

Reporting to the Director, Office of the Sergeant-at-Arms, the Security Procedures Analyst (Analyst) provides research, analysis, and recommendations to support the development and modernization of policies and procedures. The role works in collaboration with operational and leadership teams to lead implementation of approved changes.

The Analyst recommends policy enhancements and leads and coordinates the implementation of approved procedural improvements in collaboration with operational teams that strengthen the operational and security posture of the Legislative Assembly of BC (LABC).

KEY RESPONSIBILITIES

- Reviews and analyzes existing departmental policies and procedures within the Office of the Sergeant-at-Arms, benchmarking against best practices and standards used by police departments, legislative protective services, security organizations, and other relevant agencies.
- Reviews departmental policies and procedures, evaluating operational effectiveness, identifying areas for improvement, and providing recommendations through gap analysis reports to the SAA Leadership Team.
- Engages with peer organizations and external agencies such as law enforcement, Public Safety Canada, and other relevant agencies to gather insights and perform comparative analysis on their policy frameworks and governance models, ensuring consistency in security protocols and procedural alignment.

- Drafts, revises, and implements new departmental policies, directives and procedures that address identified gaps and ensure alignment with best practices and legislative requirements.
- Leads the creation and implementation of policy and procedures for high-risk scenarios (e.g., elevated threat levels, major incident codes) and provides leadership and engagement to frontline staff to ensure readiness and consistency in execution.
- Collaborates with internal departmental stakeholders, including Operations, Emergency Management, Safety Officers, and SAA Leadership Team, to gather input and validate policy recommendations.
- Facilitates cross-functional working groups including input, collaboration, and validation of new directives and procedures.
- Develops implementation plans and supporting materials to roll out new or revised departmental policies and procedures, ensuring a seamless transition for operational teams.
- Creates and delivers training programs and communication materials to ensure staff understand and comply with new departmental policies and procedures.
- Provides ongoing support and guidance to staff during policy implementation and procedural changes.
- Establishes a structured approach for departmental policy and procedure maintenance and periodic review to ensure ongoing alignment with emerging threats, legislative changes, and organizational needs.
- Develops performance metrics and feedback mechanisms to evaluate policy effectiveness and ensure continuous improvement.
- Presents findings, recommendations, and proposed changes to SAA Leadership Team and governance bodies for approval.
- Develops, evaluates, and modernizes access control procedures while providing procedural leadership to ensure consistent application across all secure areas of the Precinct, including engaging with stakeholders throughout the organization.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC

Sergeant-at-Arms

Director, Office of the Sergeant-at-Arms

Security Procedures Analyst

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in public or business administration or a related program, and a minimum of three years of progressively responsible experience in policy analysis, program development, or operational environments, or an equivalent combination of education and experience.
- Experience researching, analyzing, or summarizing complex information or data in a concise manner.
- Experience in a security, law enforcement, public safety, or regulatory environment is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of general policy and procedure best practices and structure.
- Critical thinking skills to assess information quality and applicability.

- Analytical thinking skills to compare various aspects of complex problems, determine cause-and-effect relationships and identify potential impacts.
- Strong problem-solving skills, and ability to identify improvements to processes and work products.
- Excellent written and oral communication skills, including attention to detail and the ability to restate complex ideas in plain language, write concise and persuasive content, and tailor communication to different audiences.
- Ability to work collaboratively and build and maintain effective relationships.
- Ability to conduct research, analyze information, articulate alternatives, draw conclusions and make practical recommendations on complex problems.
- Ability to facilitate discussion among a broad range of stakeholders, appreciate opposing perspectives on an issue, and generate consensus on a policy, program, procedure, or report.
- Ability to manage concurrent assignments, plan and organize work, set intermittent goals to achieve targets and work independently.
- Ability to be flexible and adjust and adapt work to new information or change in direction or priorities.
- Strong computer skills with: MS Word, MS Excel, MS Outlook, MS PowerPoint, MS Teams, and SharePoint.