

Job Title: Special Constable

Reference: 39162

Location: Western University

Faculty/Unit: Campus Safety and Emergency Services



Classification & Regular Hours

Hours per Week: 40

Hourly rate: \$29.97 to \$39.69

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

The Campus Safety and Emergency Service is a values-driven service based on dignity and respect. We are committed to excellence in professional standards, personal development, community partnerships and activities contributing to the safety, security and quality of life in the diverse University community.

Responsibilities

As a Special Constable, you play an integral role in maintaining and promoting community safety and security within the accepted standards of the Western Special Constable Services (WSCS) community engagement model, its mission statement, the mission statement of the University of Western Ontario and the agreement with the London Police Services Board. You encourage partnerships between Special Constables and the University community, and provide professional and courteous service.

Qualifications

Education:

- College Diploma or University Degree
- Ontario Police College (or equivalent) preferred

Experience:

- At least one year experience responding to crisis and/or emergency situations in a community, residential, and/or child and youth services setting
- Previous police, special constable or security experience preferred

Knowledge, Skills & Abilities:

- Strong knowledge in security and security systems
- Excellent organizational and time management skills
- Strong customer service skills to handle inquiries and resolve issues in a professional and timely manner
- Strong oral and written communication skills with well-developed presentation skills
- Intermediate computer skills in Microsoft Office (Word, Excel and PowerPoint)
- Demonstrated ability to interact effectively with individuals at all levels of the organization and the public
- A well-defined sense of diplomacy and judgement including solid negotiation, crisis management and conflict resolution skills
- Approachable and understanding individual with a high degree of customer focus
- Ability to identify and respond to contentious or politically sensitive issues with discretion
- Ability to perceive and understand the emotions of others and interact with them appropriately based on those emotions
- Ability to handle conflict constructively with well-developed conflict resolution skills
- Capacity to establish rapport, support and demonstrate openness to persons of diverse backgrounds and beliefs
- Ability to lift/carry up to 25 kg, and push/pull up to 15 kg of force

Please note, successful candidates must:

- Be of good character
- Be a Canadian Citizen or Permanent Resident of Canada
- Be at least 18 years of age or older

- Possess a valid Ontario Driver's License with no more than six accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges
- Not have a criminal record for which a pardon has not been granted and no criminal charges before the courts
- Possess a current certification in CPR and first aid (or ability to complete by the time the offer of employment is made)

Background Checks

Please note, successful applicants will participate in a physical and psychological assessment with a professional approved by Western and will be subject to a background review.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please [contact Human Resources](#) or phone 519-661-2194.

Please Note:

Interested applicants are asked to visit: <https://recruit.uwo.ca> for further information and to apply online referencing job #39162 by 11:59PM on May 30, 2025.

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.