

LEGISLATIVE ASSEMBLY OFFICE

JOB PROFILE

CEREMONIAL AND SECURITY SERVICES PAGE AND CEREMONIAL ASSISTANT

January 2026

The Sergeant-at-Arms (SAA) leads the Ceremonial and Security Services branch of the Legislative Assembly Office (LAO). Ceremonial and Security Services (CSS) is responsible for providing security services to the Legislative Assembly, Legislature Building, Queen Elizabeth II Building, constituency offices and residences of Members of the Legislative Assembly (MLAs). In addition, CSS is responsible for planning and executing the ceremonial functions for the Legislative Assembly of Alberta and managing the Alberta Legislative Assembly Page program.

The Page and Ceremonial Assistant oversees and supervises the coordination of the Legislative Assembly Page program, which offers students in Alberta the opportunity to gain valuable work experience while supporting the Legislative Assembly when it is in session. The Page and Ceremonial Assistant also provides operational and administrative support to the Ceremonial and Security Services branch by providing cover off to other administrative positions.

The Ceremonial and Security Services branch operates in accordance with Legislative Assembly Office (LAO) policies and procedures, the *Legislative Assembly Act*, the *Legislative Precinct Security Regulations*, Speaker's Directives (Legislative Security Officer Directive, Law Enforcement Weapons Authorization Directive), Standing Orders and direction from the Speaker, the Members' Services Committee and the Clerk.

Responsibilities

1. Provide ongoing day-to-day leadership, direction, mentorship and support to a team of approximately 25 students in their role as Pages.

Activities:

- guiding with the Page leadership team, ensure staffing requirements are satisfied through scheduling, recognizing when additional staff may be required to support ceremonial or special events
- in partnership with Inclusion Alberta, champion the Associate Page program, which provides high school students with developmental disabilities valuable job experience with the Page program
- coordinate ongoing meetings with Inclusion Alberta to discuss the Associate Page's progress, performance and development plan
- create ongoing professional development opportunities for the Page program, which may include liaising with internal and external clients
- organize and coordinate the annual speech competition with the Pages, including developing topics, arranging and liaising with guest judges, coordinating awards and providing written feedback to participating Pages
- provide problem-solving assistance, monitoring and feedback on performance to ensure expectations are met and escalating issues to the Senior Administrative Coordinator when required

- recognize areas of concern within the Page program and perform routine problem solving, ensuring clear and constant communication with the supervisory Pages
- periodically review the Page Manual to ensure accuracy with current processes and expectations of Pages
- escalate performance concerns to the Administrative Coordinator and actively participate in seeking resolution of staff-related problems within the Page program
- provide Pages with constructive feedback in support of their development within the work experience program
- act as a verifier on all Page timesheets, ensuring accuracy prior to submission to Human Resource Services, and ensure timely timesheet submission in compliance with the biweekly pay schedule
- when required, fill in as a Page in the Legislature following all rules and guidelines for the position of a Page

2. Engage in the annual Page program recruitment and onboarding process, contributing to the successful selection and integration of new Pages.

Activities:

- forecast staffing requirements for the recruitment of new Pages and actively participate in recruitment and onboarding; identify recruitment strategies as needed
- visit various high schools to promote the Page program to attract students to recruit and enhance the candidate pool
- participate in the interviews and evaluation of Page candidates by assessing their suitability for the program
- source and order all Page uniforms and required equipment
- oversee the development of an effective orientation and training program for the new Pages, collaborating with the Head Page and team leads to clarify position responsibilities, expectations, protocols and processes

3. Under the direction of the Senior Administrative Coordinator, assist with the planning, implementation and execution of ceremonial functions of the Legislative Assembly.

Activities:

- provide administrative support in the preparation of ceremonial events
- liaise with internal and external contacts, including government departments, to coordinate event logistics
- plan and manage the execution of ceremonies that are fully coordinated by the CSS branch
- provide on-site support during events by proactively addressing issues and offering solutions and guidance as needed
- anticipate problems or areas of concern, make recommendations for solutions and consult with management to determine appropriate course of action
- schedule Pages and LASS Security Officers for ceremonial events, ensuring adequate staffing for event coverage
- assume a public relations role representing the SAA to ensure that protocol is adhered to for visitors
- offer assistance as required to support the successful delivery of ceremonies
- support Pages in their role to restock the South Members' Lounge, ensuring they have adequate inventory to complete the restock

- support the management and facilitation of the LAO's Security Access Card (SAC) program, liaising with Card Services at the Government of Alberta (GOA) to provide SACs to LAO employees and troubleshooting SAC issues as needed

4. Support the operation and administrative functions of the CSS branch.

Activities:

- act as a front-line team member and as the first point of contact; project a positive image of the branch and the LAO while assisting with inquiries from members of the public and client groups
- maintain a client-service orientation while receiving, responding to and referring, where necessary, inquiries from members of the public, LAO staff and MLAs
- when required, monitor and distribute incoming mail, faxes and e-mails, bringing attention to urgent items and ensuring confidentiality of documents
- ensure clear communication with CSS team members and that ongoing or exceptional issues are brought forward to the appropriate team members
- establish effective working relationships with the office of the Speaker, other LAO branches, new LAO and GOA service providers and various government branches to support initiatives and assist in the planning and delivery of special events
- assist in the maintenance of efficient and effective administrative procedures and initiatives within CSS to ensure optimal office organization and enhance service delivery
- assist in the scheduling and coordinating of School at the Legislature presentations in partnership with Education Services
- address concerns brought forward related to the Chamber, including issues with equipment, furniture, supplies and dealing with the location of lost items
- maintain the stock of consumable supplies in the Chamber and ensure MLA desks and nameplates are updated, moved and ready prior to the start of each session, liaising with the relevant stakeholders such as Alberta Infrastructure and Information Technology and Broadcast Services (IT&B)
- responsible for replenishing and ordering supplies, consumables and equipment for the Chamber and surrounding lounges

5. Under the direction of the SAA and Deputy/Assistant SAA ensure that security services to the Chamber, the Legislature precincts and the constituency offices are provided in a timely and comprehensive manner.

Activities:

- assist in the preparation and delivery of security briefings to ensure safe working practices are known and adhered to by staff
- serve as one of the key points of contact for MLAs, constituency offices and LAO employees regarding security matters, informing the Deputy SAA and the SAA of the situation and providing basic preliminary direction based on established processes and practices
- create Security Incident Reports (SIR) for incoming security matters, ensuring follow-up information is managed electronically in the SIR database
- coordinate general access to the Chamber and precincts, administering the precinct pass card system, including dealing with lost, stolen or misplaced security access cards

6. Support the overall operations of the LAO to meet the goals and objectives in the provision of support to the Legislative Assembly.

Activities:

- contribute as an active team member to LAO initiatives, which may include supporting the Clerk and the Speaker and participating in the preparation and execution of ceremonial and conference functions
- participate in the planning, implementing and monitoring of services required to ensure a smooth transition from Legislature to Legislature, which includes assisting new MLAs and staff during pre- and postelection activities
- demonstrate commitment to workplace health and safety by following safe work practices and reporting work-related accidents and hazards immediately
- participate in the classification, maintenance, retention and disposition of records within the guidelines of the LAO's file classification and retention schedule
- demonstrate support for a positive workplace culture and the valued behaviours pursuant to the Respectful Workplace Policy

Scope

- operates as part of a nonpartisan entity in a dynamic political environment
- position interacts with the legislative session and, on occasion, requires additional hours during sessional days
- role utilizes strong judgment, sensitivity and tact to build relationships and interact with a wide range of stakeholders, including MLAs, the Speaker's office, constituency office staff, LAO managers and employees, visiting dignitaries, guests of honour and members of the public
- serves as a liaison with internal and external contacts such as GOA staff and officials, independent agencies and private contractors
- role impacts the efficient and effective delivery of ceremonial and security services to the Legislative Assembly and reflects the nonpartisan role of the LAO
- carries out day-to-day responsibilities and follows outlined policies, procedures and precedents
- contentious or nonroutine problems are referred to the Senior Administrative Coordinator, Assistant SAA, Deputy SAA or the SAA
- services provided have a broad impact on the security and safety of the LAO and visitors to the Legislature
- sound judgment and attention to detail are essential as decisions and actions in this role reflect directly on the SAA, the Clerk, the Speaker, the LAO and Alberta as a whole
- incumbent is required to organize tasks, set priorities, respond to changing priorities, work under deadlines and communicate with a variety of individuals

Knowledge and Skills

- postsecondary diploma in business administration or a related field and two years of related experience in a fast-paced environment coordinating a team
- previous experience as a Page would be considered an asset
- ability to build relationships with internal and external clients, project a professional and nonpartisan attitude and exercise tact and judgment in all interactions
- knowledge of parliamentary procedures and overall functions of the LAO
- understanding of emergency procedures, processes and best practices
- knowledge of protocols, procedures and etiquette for ceremonies and special events

- high degree of organizational awareness, including the goals, objectives, policies, procedures and protocols of the LAO
- ability to project a nonpartisan attitude in interactions with internal and external clients and a strong commitment to client service
- sensitivity, tact and good public relations skills
- ability to communicate clearly and effectively, both verbally and in writing
- strong multitasking capabilities and the ability to work independently
- meticulous attention to detail with the ability to present information in a clear, concise and accurate manner
- aptitude to be highly flexible and resourceful with the ability to react to constantly changing demands
- familiarity with working in an office environment
- strong computer skills in word processing, spreadsheet, database and Internet applications
- ability to work within a team environment as well as independently to support the goals of the branch

Position Classification

Administrative Support 6 (016AS)