



SECURITY AND RISK MANAGER

PRIMARY JOB PURPOSE

To manage security, surveillance, and risk management solutions for the Auckland Park and Woodmead properties, ensuring a safe environment for staff, members, guests, stakeholders, and overall operations. Additionally, to oversee all Health & Safety protocols across both properties, promoting the Club's standards and ensuring full compliance with applicable laws and legal obligations.

KEY RESPONSIBILITIES

Security Management:

- Manage all security operations, including access control, CCTV monitoring, and perimeter patrols.
- Ensure confidentiality and integrity of security systems and records.
- Collaborate with external security agencies and neighborhood crime forums.

Risk & Compliance:

- Develop and implement comprehensive risk management plans and safety policies.
- Ensure full compliance with the Occupational Health and Safety Act, legal liability requirements, and Club standards.
- Conduct audits, inspections, and gap analyses; recommend and implement corrective actions.
- Ensure the Health & Safety Committee is fully compliant and operational, holding regular meetings to address safety concerns, review incidents, and mitigate potential risks.
- Coordinate and deliver training for Health & Safety Committee members to maintain competency and compliance.
- Ensure all contractors adhere to the Club's OHS policies, submit safety files and conduct inspections and act on findings relating to contractors work at the premises.

Emergency & Safety Systems:

- Maintain and certify fire detection systems, extinguishers, AED devices, and lightning alarms, etc.
- Schedule regular servicing, calibration, and third-party inspections.

- Train staff on emergency procedures and conduct health & safety inductions.
- Incident & Investigation
- Manage crime prevention initiatives and investigations.
- Maintain accurate records for CCTV footage, access control logs, and breathalyzer tests.
- Administer injury-on-duty and COVID-related reporting to relevant authorities.

Operational Coordination:

- Supervise security personnel and contractors, ensure adherence to protocols.
- Coordinate repairs and maintenance of security and safety systems.
- Liaise with management, service providers, and SPCA for animal welfare.
- Prepare and submit all required reports, budgets, quotations required for the operation.

PERSONAL ATTRIBUTES& SKILLS

- Strong leadership and supervisory skills.
- Excellent analytical and problem-solving abilities.
- Ability to work under pressure and respond promptly to emergencies.
- High level of integrity and confidentiality.
- Good communication and collaboration skills.

MINIMUM / PREVIOUS EXPERIENCE

- Minimum 6 years' experience in security and risk management, preferably in hospitality or club environment.
- Knowledge of OHS Act, fire safety regulations, and compliance standards.
- Proficiency in access control systems, CCTV operations, and incident reporting.

QUALIFICATION

- Matric or equivalent
- Diploma or Degree in Security Management, Risk Management, Criminology, or a related field.
- Health & Safety Certification.
- Additional certifications in Risk Assessment or Occupational Health & Safety are advantageous.

PROPERTY

- Auckland Park and Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must complete the application form and submit it along with their CVs to careers@ccj.co.za no later than **25th January 2026**.