



Director of Security

Nestled in the heart of the Grenadines lies Sandy Lane Yacht Club & Residences, a world-class marina with luxurious accommodations, waterside dining and rejuvenating leisure facilities.

We are seeking an energetic Director of Security to join us in our piece of paradise and lead our security team.

This Security Manager is responsible for the day to day management and delivery of security and related support in relation to the operation of Sandy Lane Yacht Club & Residences.

General

- Day to day co-ordination and management of security operations to ensure safeguarding and security of guests, employees, visitors and company and guest property.
- Identification and management of security risks.
- Implementation and enforcement of policies and procedures including those related to incidents, accidents and emergencies
- Initiate and manage Security projects, consulting the General Manager on Security strategy
- Liaise with local law enforcement and other authorities as required, maintaining good relations.

Management of Security Staff

- Plan and supervise the daily operations of the security team.
- Monitor the duty roster and ensure optimum daily manning levels are met.
- Train and brief all security officers to ensure they are developed professionally, ongoing awareness of policies, etc.
- Develop and update the Job Descriptions for the security team
- Assist with hiring and performance appraisal of direct reports

Security Operations & Key Deliverables

- Ensure completion of all daily checks, monitor and report same.
- Identify and promptly report and escalate all security and related risks to relevant parties.
- Assume responsibility for the CC TV room, ensuring that all equipment is working.
- Ensure that all Lost & Found items are registered, stored and handled in accordance with the policy.
- Maintain inventory control of hotel Safety and Security equipment
- Ensure security equipment in good working order.

Policies & Procedures

- Ensure that all company policies and procedures are adhered to e.g. gate passes, COVID checks, etc.

- Assist with creation and training of new standards, policies, etc.

Risk, Health & Safety Management

- Develop fire, emergency & evacuation guidelines, train team members on the guidelines and take ownership for regular fire drills.
- Ensure Fire Safety, Emergency and Evacuation handbooks and manuals are up to date and available to the team
- Work with the Human Resources Manager to deliver Safety and Security information to new employees during induction and updates as required
- Identify and correct any potential danger on property
- Work with the Human Resources Manager to investigate incidents involving Team Members

Incidents & Accidents

- Ensure the security team log and handle all incidents, guest complaints or queries confidently and professionally.
- Complete or participate in incident reporting and ensure team follow due process and the procedures when carrying out investigations
- Ensure self and team keep all incident reports confidential

Scheduled Reporting

- Provide accurate daily security reports to the General Manager.
- Provide accurate weekly security reports to the General Manager

Other General Duties

- Assist with procurement
- Other reasonable requests of management

Should you be interested in this role please send your CV and covering letter to hr@slycr.com