
Position Description

Vacancy Title: **Security Team Leader**

Location: **Denarau**

Reports To: **Security & HSE Manager (v 4.00)**

Objective

The Security Team Leader is required to supervise outsourced Marina security guards who patrol and check the Marina facilities. The incumbent must ensure a safe and secure environment for all Marina users. S/he reports to the Security & HSE Manager.

Outcomes

Organisational Stakeholders

1. Effective leadership ensured

- Possess complete knowledge and understanding of PDML's aims and objectives and always strive to achieve these goals
 - Supportive leadership provided
 - Supervision and assistance provided to outsourced security guards
 - Safety regulations at the work site are taught and enforced
 - All duties of a Security Team Leader performed and provided to the outsourced team scheduled on a roster basis
 - Security patrol priorities are established
 - Training personnel
 - Planning, organizing and directing work
 - Allocation of the outsourced security guards to their various locations for standby/monitoring ensured
 - All outsourced security officers are trained and conversant with all Marina Rules & Policies
 - Comprehensive security systems for protection of staffs, customers, and all PDML assets effectively planned, directed overseen and implemented.
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2. Security functions carried out

- Prevention of theft or damages prioritised
 - Security guards effectively monitor and inspect boats, equipment, vehicles docks and structures within the Marina
 - Security and safety checks are carried out of all boats docked or stored at the Marina and on vehicles driven within the Marina and parked in the Marina's parking lots
 - Care and maintenance of departmental issued equipment and supplies guaranteed
 - Various buildings on the Marina properties are inspected for proper lock up and ensure that shutters are closed every evening
 - Protection of life and control property loss or damage ensured
 - Daily liaison with tenants, clients and operators of the Marina is ensured to resolve any security issues
 - Alarm is sounded when fires or accidents are sighted
 - Predetermined action is taken and first aid rendered in emergencies such as accidents, fire and illness
 - Timely assistance is provided during cyclone season with a need for 24hr standby
 - A consistently high standard of customer services within the team is maintained
 - All duties performed with a diplomatic personality, physical fitness, patience and a sense of good judgment
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3. Technical assistance provided

- Technical assistance is provided to the Security Manager in identifying high risk areas and action initiated to reduce risk exposure
 - Role of trusted consultant to the security manager on security related aspects assumed as and when requested
 - Assistance provided to the Security Manager in development of security policy and procedures
 - Log books are filled in appropriately with all incidences, accidents and notable changes in the shift or premises
 - Secondary duties are to act as a Dockhand after normal working hours, including registering late arriving transient visitors
 - Effective communication with service users in conjunction with the Security Manager about security needs and problems ensured
 - Assistance provided with the investigation of security breaches
 - Oversight of the investigation process from receipt of complaint to report submission on breaches of PDML's Policies, Regulations etc.
 - Assist with disciplinary and legal matters associated with these breaches
 - Any other duties as assigned by the Marina Management.
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4. A statutory and compliant working environment

- Enforce marina rules and regulations regarding boat owners, guests conduct, noise, speed, pets, litter and oil spills.
- Conduct security, fire and safety inspections in line with national requirements
- Cooperate with local authorities on investigations into incidents, while performing all duties with a diplomatic personality and a sense of good judgement.
- To be fully conversant with the Marina's Fire Safety, Emergency and Evacuation Procedures.
- PDML's policies and procedures are adhered to at all times in accordance with Department's Operational Manuals, Staff Handbook and Emergency Procedures
- All Security procedures are adhered to at all times, in accordance with workplace health and safety practices. Proper safety equipment is worn when handling hazardous chemicals or operational equipment
- Law and order maintained in the allocated areas of responsibilities in conjunction with PDML's procedures

5. Organisation's image and value standards demonstrated and promoted

- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
School Leaving	Pass in FSLC or equivalent	
Desirable		
Others	Professional Security training an advantage	

Work Knowledge and Experience

- At least 3 years' relevant experience
- Willingness to learn and adapt to changes - Teachable Spirit
- Ability to work with little supervision
- Demonstrate knowledge of OHS policies and practices
- Well developed interpersonal, negotiation and communication skills and proficient with computers
- Ability to enforce rules and regulations regarding the use of the Marina
- Professional security training

Requirements

Language Proficiency

- Excellent command of English

Regulatory Compliance Requirements

- First Aid Certificate
- Driver's License
- Police Clearance
- Course: Fire Prevention & Fire Control (General Courses)
- Course: OHS Courses (General Courses)
- Course: Advanced Fire Fighting (General Courses)

Other Required Statements

- No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Management Team	
External		
	Contractors	
	Customers	
	Emergency and Rescue Agencies	
	Tenants	
	General Public	
	Government Officials	
	Landowners	
	Police	
	Statutory Authorities	
	Suppliers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Initiative	Takes action and makes decisions without the help or advice of other people.
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

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Contact for Enquiries

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Closing Date: 10 Jul 2026