



NOTES

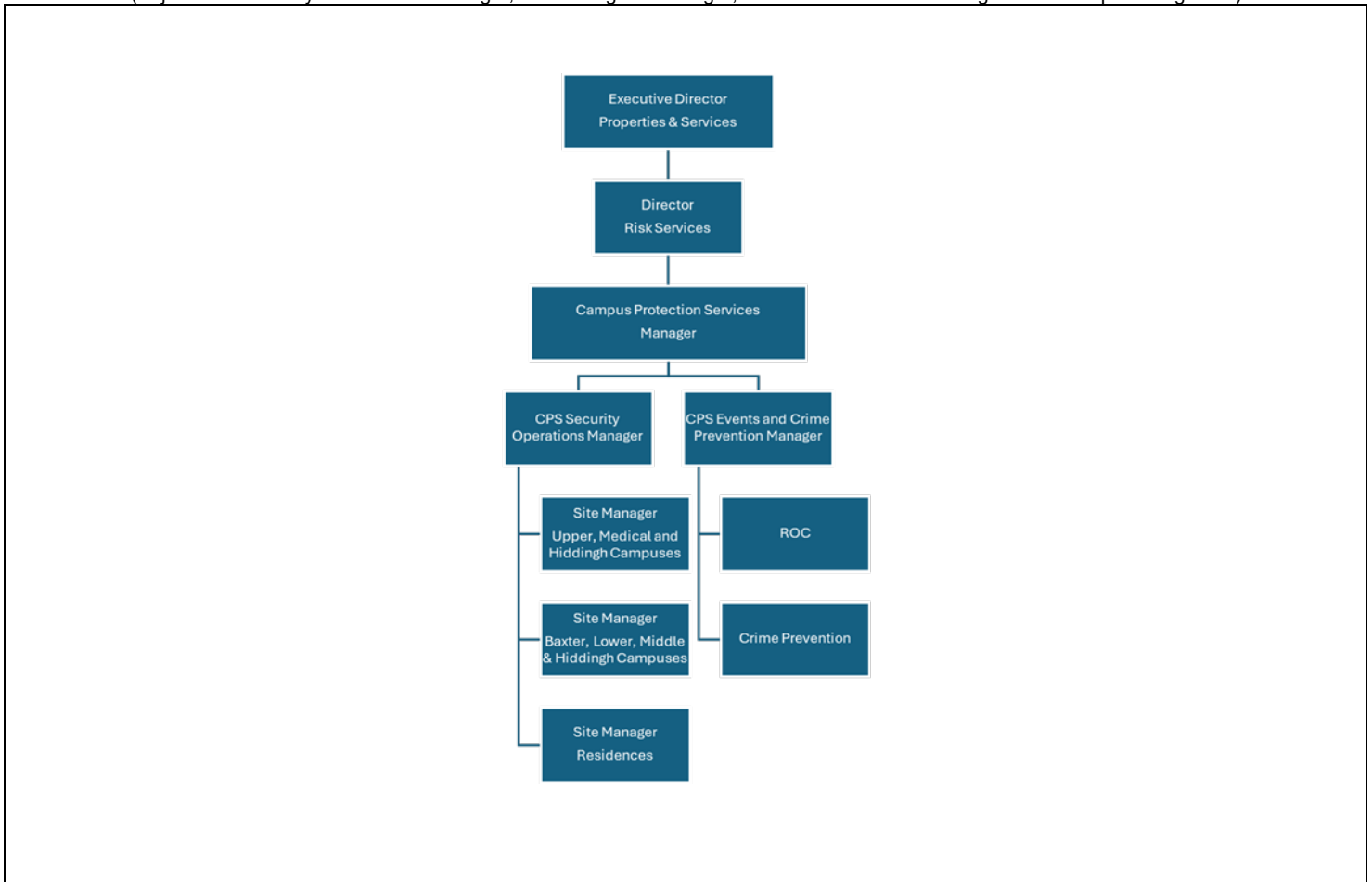
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

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|--|----------------------------|-----------------------------|------|
| Position title | CPS Manager | | |
| Job title (HR Business Partner to provide) | | | |
| Position grade (if known) | 12 | Date last graded (if known) | 2016 |
| Academic faculty / PASS department | Properties and Services | | |
| Academic department / PASS unit | Risk Services Department | | |
| Division / section | Campus Protection Services | | |
| Date of compilation | September 2025 | | |

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

To provide strategic and operational leadership to the Campus Protection Services.

CONTENT

| Key performance areas | | % of time spent | Inputs (Responsibilities / activities / processes/ methods used) | Outputs (Expected results) |
|-----------------------|--|-----------------|---|--|
| 1 | Leadership & Organization of CPS | 20% | <ul style="list-style-type: none"> Managing a staff complement of about +/- 400 personnel. Securing all UCT property. Managing Senior CPS staff. Ensure effective leadership. Helps to achieve objectives of the Director: Risk Services. Ensure that the CPS management manages their portfolios effectively. Oversee high level feedback and reporting on CPS related matters. Ensure effective performance management of the CPS. Provide support to the Director: Risk Services in relation to the management of Investigations. | <ul style="list-style-type: none"> To ensure an efficient application of UCT's policies and procedures providing an effective leadership role within the respective departments. Ensuring compliance to relevant security & regulatory bodies. |
| 2. | Oversee administrative duties, budgets and training within the CPS Department | 20% | <ul style="list-style-type: none"> Attend to queries; e-mail, telephonic and interact with UCT community. Generate monthly reports. Update amendments to the policies and rules. Oversee and ensure the efficient/smooth day to day operation of CPS. Attend to grievance and complaints raised by UCT community. Involves performing specified duties of co-workers or subordinate(s) to maintain continuity of normal operations. Oversee the protection and securing of UCT properties and students/personnel. Manage a CPS budget. Oversee training sessions for all security and staff admin staff. Oversee that new staff members receive a site induction. | <ul style="list-style-type: none"> To ensure continuity and professionalism in terms of security. Ensure that the University community's complaints are attended to with the utmost of urgency. To keep senior management informed of the latest developments within the safety and security industry. Always be available for emergency situations whenever required. To ensure continuity within the office environment. To ensure a safe environment for the UCT community. To manage and procure an efficient, reliable, and secure service. Ensure that all security personnel are informed and updated with regards to procedures, policies and legislation. |

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| 3 | Strategic Planning and Risk Assessments | 20% | <ul style="list-style-type: none"> • Oversee and manage the risk assessment process. • Provide feedback on risk assessments to various stakeholders. • Deal with all correspondence on matters requiring management decisions. • Liaise with all staff and student bodies and outside organizations on all security matters. • Represent CPS Department on the Physical Risk Services Committee. • Liaise with and advise senior management on security issues. • Advising senior management on all future security planning and budgeting. • Conduct and report on risk assessments at all Campuses. | <ul style="list-style-type: none"> • Update UCT's community with regards to policies, procedures. • Ensure security risk is managed in the appropriate manner. • Managing risks and mitigations in the respective department. |
| 4 | Oversee special events and conferences on campuses | 15% | <ul style="list-style-type: none"> • Approve and sign off plans for special events i.e. Rag, Big Bash, Two Oceans etc. • Represent UCT at security conferences. • Develop security plans for all special events/high profile visits to Campus. • Liaise with SAPS, State Intelligence Structures, Metro Police, VIP Protection Unit and external security service providers in relation to events, ad hoc security deployments and crowd management activities. • Ensure record keeping of all events on | <ul style="list-style-type: none"> • To ensure compliance with regards to legislation. • Support the various organizations within UCT to meet compliance of the various acts and legislations. • To keep abreast with new procedures, policies, legislation, and best practices. • To support the managing of all special events. • Visits of national and international visitors are safe and secure. • To keep a paper trail for compliance and |
| 5 | Incident management – Security related matters on all campuses | 20% | <ul style="list-style-type: none"> • Manage all security matters in emergency situations and play an active role in the emergency coordinating committee. • Oversee and manage all high-risk security operations. • Overseen and manage all executive security related matters. • Oversees and ensure proper processes are in place for medical emergencies and incident management. | <ul style="list-style-type: none"> • To ensure a safe environment. • To reduce the number of reported security related incidents. |

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| 6 | Perform related duties as assigned | 5% | <ul style="list-style-type: none"> • Deputize for Director: Risk Services when required. • Involvement in University wide projects, specifically Properties and Services projects. • Perform any reasonable duties requested by management. • Oversees continuity of normal operations. • Oversee effective performance management of staff. • After hour standby and respond to call outs. • Conduct after hour inspections. • Additional tasks and o • Ensuring optimal staffing for operations to continue. | <ul style="list-style-type: none"> • To fulfill all obligations in terms of this job requirement. |
| 7. | Live the P&S values | 100% | <ul style="list-style-type: none"> • Work as a team and act with integrity, honesty, and professionalism always. | <ul style="list-style-type: none"> • P&S values |

MINIMUM REQUIREMENTS

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| Minimum qualifications | Driver's License PSIRA Grade A NQF7 equivalent qualification in Security/Risk Management or Policing. NQF8 equivalent would be advantageous. | | | |
| Minimum experience (type and years) | At least 8 years' management experience in a large, unionized security operations management environment. Senior Security Manager to be PSIRA A registered. | | | |
| | Experience in higher education security / working with young adults would be preferred | | | |
| Skills | Proficient in Microsoft office (intermediate level) Business Report Writing. Solid understanding of budgeting. Ability to develop policies and procedures. Integrating safety and security policies with business operations. Formulating and evaluating safety and security plans. Building and managing emergency response teams. Conducting risk audits and assessments. Threat and risk detection skills related to human intelligence and open-source intelligence. Deputy emergency Joint Operations Centre Co-ordinator. Experience using relevant technology and equipment (e.g CCTV, alarms, access control). Excellent communication and strong interpersonal skills. Outstanding organizational and leadership skills. Possess strong organizational, analytical, and problem-solving skills. | | | |
| Knowledge | Subject matter specialist. Experienced in HR processes, i.e., grievance procedures, disciplinaries and union interaction. PSIRA requirements and governance. Criminal Procedures Act. | | | |
| Professional registration or license requirements | Driver's License – Code B PSIRA Grade A | | | |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.) | | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Managing conflict | 3 | Strategic leadership | 3 |
| | Individual leadership | 3 | Information management | 3 |
| | Client/student service and support | 3 | Formal presentation | 3 |
| | Effective communication (written and oral) | 3 | Building partnerships | 3 |
| | Decision-making/Judgement | 3 | Initiating action/initiative | 3 |

SCOPE OF RESPONSIBILITY

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| Functions responsible for | The managing of the Campus Protection Services. |
| Amount and kind of supervision received | Reporting to the Director: Risk Services . |
| Amount and kind of supervision exercised | Managing a team of seven CPS operations managers. |

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| Decisions which can be made | Decisions will be based on the departmental operational requirements. |
| Decisions which must be referred | Decisions with serious financial implications to the University Community. Decisions with procurement policies and governance. Reputational risks to the University. |

CONTACTS AND RELATIONSHIPS

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|-----------------|--|
| Internal to UCT | Departments, Faculties and Deaneries, Staff and Student Bodies. |
| External to UCT | SAPS, State Intelligence structures, Metro Police, Law enforcement agencies, Private Security Service Providers, higher education institutions and PSIRA |