



Job Description: Head Greenkeeper

Reports to: General Manager

Liaises with: Relevant Board Members, Contractors & Suppliers.

Responsible for: Greenkeeping Team.

Main Scope:

Reporting to the General Manager, the Head Greenkeeper is responsible for managing all aspects of the green keeping department with a primary focus on maintaining and presenting the course to members and guests to a high standard at all times. They are responsible for Managing the green keeping team in an efficient and effective manner to achieve the agreed standards for course presentation whilst ensuring that financial, personnel, health and safety and machinery/equipment management responsibilities are fulfilled.

General

- Maintain a professional and customer focused approach in all dealing with colleagues, directors, members and visitors. Communicating effectively with all club users.
- As requested, but no less than monthly, provide a course report to the General Manager to be distributed to the membership.
- Liaise as required with fellow staff and senior club personnel to maintain the flow of information across the club.
- Attend weekly operational and quarterly strategic meetings, with forward preparation and follow up actions raised at meetings as required.
- Actively contribute to the management team, demonstrating a willingness to support and achieve the overall business objectives.
- Support other members of the management team in the completion of their roles as requested.
- Maintain a positive approach to your role, assessing potential obstacles with a can-do attitude, creating solutions that resolve the problem and keep in-line with long term goals.
- Take an active approach in liaising with the Club's consultant agronomist, acting upon the recommendations and consulting with them for strategic advice.
- Be proactive in your own continual personal development to keep on top of changes to legislation, industry trends and advancements.
- Represent and raise the profile of the club through networks within the industry both informally and via formal organisations e.g. BIGGA.
- Actively & accurately populate timesheets via Club software to plan tasks, and update after if plans change.

Course

- Maintain and present the course to a high standard, with the enjoyment of the golfer in mind. Paying attention to specific requirements relating to club competitions & events.
- Prepare and execute an annual maintenance plan including, but not exclusively, cutting, aeration, dressing and treatments. This must factor in the golfing calendar and seasonal demands of the business.
- Carry out effective turf management, via the above-mentioned annual plan, broken down into monthly, weekly and daily tasks, using advice from the consultant agronomist where necessary.
- Pro-actively manage the control of weeds, pests and turf disease.
- Ensure that the correct procedures are followed regarding fertilisers, chemical and their applications.
- Maintain appropriate levels of supplies whilst maintaining safe control of all stored materials and turf maintenance products.
- Play the lead role in ensuring Core Standards are maintained across the operation, and by all members of the green keeping team.

- Make recommendations for and subsequently plan and execute additional course project such as construction or renovation projects.

Team/Staff Management

- Play a lead role in the recruitment, training and retention of the green keeping team to install a consistent level of performance and delivery.
- Effectively brief the team to allow them to work efficiently and achieve the aims set by the club.
- Motivate the team, leading by example, and support the individual development of each member of the greens team. Maintaining training records for them.
- Support the General Manager with the HR functions of the greens team with regards to effective management of absenteeism, performance and disciplinary issues as they may arise.
- Take responsibility for the training of the green keeping team and ensuring records are kept up to date.
- Provide accurate records of attendance and time keeping for payroll and annual leave purposes, using Club software.
- Take responsibility for the appearance, conduct and performance of all members of the green keeping team.
- Manage any external contractors whilst work is carried out on site.

Health and Safety

- Produce and review as required, Risk Assessments, Safe Systems of Work, Chemical Inventory and ensure that periodic checks are completed as required in line current legislation.
- Always promote and enforce safe working practices reporting any accidents or near misses using the stipulated channels.
- Remedy any potential health and safety risks within the business and ensure these are brought to the attention of the General Manager as appropriate.
- Document all H&S related testing making these records available for inspection on request.
- Ensure that waste, chemicals and other hazardous substances are managed in line with current regulations.

Finance

- Monitor and control departmental expenditure in-line with budgets, as agreed by the Board.
- Take responsibility for supplier selection, procurement and ensuring positive relationships are maintained, and good value for money for the Club.
- Make recommendations for and implement cost saving/control measures where appropriate.
- Prepare and manage a long-term plan with regards to fleet management and capital expenditure.
- Use the Club's purchase order system in line with its policy.

Facilities & Fleet Management

- Take full responsibility for making sure that the machinery fleet is well maintained, and repairs carried out in a timely manner to minimise downtime.
- Review machinery fleet for safety, efficiency and performance and act as necessary.
- Maintain the greens compound and storage areas, ensuring they are always kept clean and tidy.
- Maintain the effective operation of the irrigation system.
- Maintain staff facilities to a clean, tidy and safe standard.
- Report any major issues to the General Manager
- Take full responsibility for the security of the greens compound and machinery, ensuring that any stipulations within the insurance policy are adhered to.
- Take personal responsibility for ensuring the premises are secured at the end of each working day.

Qualifications:

- Minimum NVQ Level 3 in Sports Turf Management or equivalent
- PA1, PA2 & PA6 spraying certificates
- A chainsaw qualification (desired, but not essential)

Skills and Competencies:

- Excellent communication skills; verbal, written and presentations.
- An ability to work effectively as a team member, making others aware of information that may be useful to them and effectively interacting with people across the business.
- Excellent problem-solving and analytical skills.
- An ability to continuously look for opportunities for improvement and contribute ideas in course management to help shape the future direction.
- The ability to deliver consistent high-quality work on the course.
- Being organised, ability to plan, prioritise and track activities.
- An ability to be focused, keeping to schedules and delivering work on time.
- Confident with Microsoft Office products.