

## Head Greenkeeper at Puttenham Golf Club

Role Title: Head Greenkeeper

Reports To: Secretary/Manager

### Overview

Puttenham Golf Club Greens Team ensure that the 18-hole course, practice areas and outdoor facilities are maintained with a clear plan for course maintenance that seeks to improve the course continually with the support of the Greens Committee and Secretary/Manager.

### Role Detail

#### Role Purpose

The Head Greenkeeper reports to the Secretary/Manager and is responsible for the management, maintenance, care and overall appearance of the golf course. It is the role holder's responsibility to maintain a good and safe playing surface, make sure the course offers a consistent challenge and an enjoyable experience for golfers and ensure clear, regular communications are provided to all members on a regular basis.

#### Responsibilities

- Communicating to staff, colleagues, other managers, golfers and the public.
- Provide input into budgets, finance and resources required to improve and maintain the course.
- Motivating and enthusing staff.
- Plan, monitor and measure the maintenance regime for the course.
- Manage the course/environmental policy.
- Liaise with third party suppliers and contractors as required.
- Recommend and assist with developing improvements for the course and the overall performance.
- Participate in, and coordinate, service operational reviews with the Secretary/Manager, Greens Committee, General Committee and other senior stakeholders.
- Assist with the recruitment, selection, training and appraisal of staff when required.
  - Build and maintain effective working relationships within the Golf Club and externally (with suppliers, partners and vendors).

- Research and investigate product/technology changes which may impact or help improve the course.
- Participate in a planned program of professional development in order to maintain growth in professional skills and knowledge.
- Undertake other such duties, as assigned by the Secretary/Manager of the Golf Club or their representative.
- Bring to the attention of managers any matters relating to the health and safety of staff, members and visitors.
- Promote equality and diversity for staff.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## Person Specification

### Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	Minimum NVQ Level 3 in Sports Turf Management or equivalent	E	A
2	PA1, PA2 & PA6 spraying certificates	E	A
3	A chainsaw qualification	D	A

### Background & Experience

	The successful candidate should:	Essential/ Desirable	Tested by* A, I, P, T
1	Be competent in the use of a wide variety of machinery including machine maintenance and management	E	A, I
2	Be fully competent in monitoring and maintaining Health and Safety in the work place.	E	A, I
3	Have the ability to define and work within an agreed budget.	E	A, I
4	Be understanding of the construction and effective maintenance of bunkers suitable for a heathland course.	D	A, I
5	Have relevant First Aid Training	E	A, I

### Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
	Communication and the ability to contribute to a strong social media presence and email communication promoting the course management objectives to both members and visitors.	E	A, I

### Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
1	Excellent communication skills; verbal, written and presentations	E	A, I
2	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 Club.	E	A, I
3	Excellent problem-solving and analytical skills.	E	A, I
4	An ability to continuously look for opportunities for improvement and contribute ideas in course management to help shape the future direction.	E	A, I

5	The ability to deliver consistent high-quality work on a course	E	A, I
6	Being organised, ability to plan, prioritise and track activities.	E	A, I
7	An ability to be focused, keeping to schedules and delivering work on time.	E	A, I

A = Application Form, I = Interview, P = Presentation, T = Test

