

**JOB
VACANCY**

HEAD GREENKEEPER

Description:

An exciting opportunity has arisen at Brandon Wood Golf Club for a Head Greenkeeper. The golf club is set in rural Warwickshire on the banks of the river Avon.

Experience of maintaining a golf course to the highest standard is essential, as is a good knowledge of Health and Safety legislation including COSHH and risk assessment.

Spraying, chainsaw and First Aid qualifications are desirable.

The ideal applicant will also have a good working knowledge of automated irrigation systems and the management and maintenance of a fleet of equipment.

This is a key position requiring commitment and attention to detail and the successful applicant will be responsible to the Centre General Manager for the smooth and efficient running of the golf course.

Would ideally suit a deputy looking to step up to Head Greenkeeper.

Salary will be commensurate with experience and qualifications.

Department:

Operations

Hours: 37 hours per week

(over a 3 - week rota)

Salary: £23,171 p/a

Closing Date:

Thursday 17th May 2018

For more information about the role and an application pack, visit our website at www.coventrysports.co.uk and complete the main application

Coventry Sports Trust is an equal opportunities employer.
An Enhanced DBS Check may be required for the successful candidate.



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 twitter.com/CovSportsTrust



 www.coventrysports.co.uk



HEAD GREENKEEPER BRANDON WOOD GOLF CLUB



| Post Information | |
|--|--|
| Service Unit: Operations | Grade: Off Scale |
| Location: Brandon Wood Golf Course | Salary: £23,171 |
| Responsible to: Golf Course Manager | Contract Type: Permanent Full-Time (Annualised) |

Job Description

Role:

1. To assist the Golf Course Manager in the provision of high quality golf facilities at Brandon Wood Golf Course
2. To champion the golfing facilities provided by Coventry Sports Trust
3. To lead in the planning of the development of the golf course and the game of golf for the people of the City.

Key Objectives:

1. To facilitate the provision of golf to the highest standard
2. To review standards and implement changes to reflect the needs of golfers
3. To review the level, nature and deployment of all resources and make adjustments to service delivery.

Key Activities

1. As an active member of the Green keeping Team, delivers a programme of cyclic maintenance for the golf course in line with the requirements of the Golf Course Manager.
2. Monitors and measures performance in order to take management action to achieve the highest standards of course maintenance.
3. Maintain and operate a modern irrigation system.
4. Manages members of the Green keeping team, including the assessment of training and development and all relevant staffing issues
5. Ensures that all Health and Safety legislation is complied with and that a safety culture is promoted and immediately reports to the Golf Course Manager or other appropriate employee, all issues of health, safety and welfare that may lead to harm of self or others, or takes remedial action as appropriate.
6. Assists in the provision of high quality maintenance in all areas of golf course and surrounding areas using all relevant technical skills.
7. Assists in the preparation of horticultural machinery for course maintenance including routine maintenance and periodic refurbishment and repairs.
8. Works as an active member of the green keeping team, undertaking works such as planting, drainage and redevelopments as well as routine maintenance.
9. Contributes to the promotion and marketing of the golf course.
10. Promotes and develops a positive attitude towards service quality, customer satisfaction and professionalism, ensuring that all customer communications, including the receipt of complaints, compliments and comments are managed in accordance with agreed procedures.
11. Promotes and establishes a culture of 'inclusively', 'customer care', 'quality service' and 'continuous improvement' among colleagues and within activities, encouraging ideas and suggestions for service improvements.
12. Confronts and tackles the conduct and behaviour of employees, customers and other visitors, where not taking action may lead to injury or distress, either directly or through support of manager or other appropriate employee(s)

| Person Specification | | |
|---|-----|-------------------------------|
| Appointment Requirement: Shown as 'E' (ie, are essential for candidates to possess before appointment will be considered), or 'D' (ie, are desirable and may give some advantage when considering appointment) | E/D | Assessment See note |
| Technical Requirements | | |
| T1. NVQ Level 3 in relevant discipline, e.g Sports Turf Maintenance (Holds or will be required to undertake) | E | 2, 4, 5 |
| T2. Land management skills sufficient to promote and maintain a golf course. | E | 2, 4 |
| T3. Knowledge of maintenance requirements of specialist golf course machinery. | E | 2, 4 |
| T4. Knowledge of maintenance requirements of specialist golf course irrigation system. | E | 2, 4 |
| T5. First Aid at Work Qualification. | D | 2, 5 |
| T6. PA1 PA2 PA6 Qualifications. | E | 2, 5 |
| T7. Chainsaw Qualification. | D | 2, 5 |
| T8. Formal Health & Safety training – e.g equivalent to NVQ Level II | D* | 2, 5 |
| T9. Supervisory experience and motivational leadership skills, some of which ideally gained in the same or similar position. | E | 2, 4, 5 |
| T10. Knowledge of Health and Safety issues as they relate to employees and customers on a golf course and in related maintenance or other public access areas. | E | 2, 4 |
| T11. Ability to assimilate, interpret and apply the golf courses policies and procedures. | E | 2, 3, 4 |
| T12. Written communication skills sufficient to compose correspondence and to transmit instructions to staff and suppliers. | E | 2, 3, 4 |
| T13. Oral communication skills sufficient to converse effectively with managers, colleagues and customers. | E | 3, 4 |
| T14. Numerical skills sufficient to check timesheets, stock levels, and invoices; to prepare rotas | E | 3, 4 |
| <i>Continued overleaf.....</i> | | |

| Person Specification, continued | | |
|--|-----|---|
| <p>Appointment Requirement: Shown as 'E' (ie, are essential for candidates to possess before appointment will be considered), or 'D' (ie, are desirable and may give some advantage when considering appointment)</p> | E/D | <p>Assessment See and note</p> |
| <p>Organisational Requirements</p> | | |
| O1. Evidence of commitment to quality service provision and customer care in carrying out duties, and ability to establish and enforce appropriate standards. | E | 2, 4 |
| O2. Sensitive to how different customers may have different needs or expectations and works proactively to address them. | E | 4 |
| O3. Able to deploy staff and other resources in an appropriate manner, according to service needs. | E | 4 |
| O4. Displays the confidence and desire to tackle known or suspected breaches to Company policies and procedures, or to legislation, either directly or through support of manager. | E | 4 |
| O5. Recognises the concepts of 'Energy and Ecology Management' | E | 4 |
| O6. Advocates the Company's vision and values and adheres to its Employee Code carrying out duties. | E | 4 |
| O7. Evidence of the understanding of the importance of maintaining confidentiality and discretion, and of the ability to practice it. | E | 4, 6 |
| <p>Personal Requirements</p> | | |
| P1. Ability to exercise judgement in order to make sound decisions | E | 4, 6 |
| P2. In order to meet business and service requirements, demonstrates flexibility to: | | |
| a) comply with 'shift work' (usually including Bank holidays, evenings, early starts or weekend working) | E | 4, 6 |
| b) work facilities operated by the Company | E | 4, 6 |
| c) undertake 'cover duties' in the absence of supervisor, or to 'drop down' in the absence of team member(s) | E | 4, 6 |
| d) accommodate out of hours meetings | E | 4, 6 |
| P3. Evidence of ability to: | | |
| a) Work as part of a team. | E | 4, 6 |
| b) Make difficult decisions impartially and objectively. | E | 4, 6 |
| c) Seek win-win solutions and minimise conflict in the achievement of work plans. | E | 4, 6 |
| d) Work under pressure. | E | 4, 6 |
| e) Establish priorities and meet them. | E | 4, 6 |
| f) Work to a number of varied and challengeable tasks | E | 4, 6 |
| g) Work independently to work programmes, seeking advice and guidance on new, complex or non-routine matters as appropriate. | E | 4, 6 |
| h) Work with others e.g. Golf Professional, Club Committee | E | 4, 6 |

Assessment Notes

Assessment Codes:

- | | |
|-------------------------------------|--------------------------|
| 1 = Test, pre-interview screening | 2 = Application Form |
| 3 = Test, part of selection process | 4 = Probing at Interview |
| 5 = Documentary Evidence | 6 = References |
| 7 = Other, please specify | |

Desirable requirements that are “weighted” (i.e those that will be given more importance than other desirable requirements), are marked *.

Number of requirements to be measured from the Application Form:-

Essential = 31

Desirable = 3

Selection Notes

Coventry Sports Trust embraces the principles of equality and diversity it will ensure that the talents and resources of employees are utilised to the full. The Trust is therefore committed, wherever practical, to achieving and maintaining a workforce which broadly reflects the local communities in which we operate, and to creating a working environment which combats prejudice, stereotyping, harassment and undignified behaviour.

Pre-Employment Checks

All appointments are subject to the receipt of satisfactory references, medical clearance and the ability to comply with the Asylum & Immigration Act (1996).

Other

The location shown at the top of this document indicates the principal location, but the successful candidate/s may be required to work from any location from where the Company currently, or in the future, operates its business.

The Company currently operates from Coventry Sports & Leisure Centre, Brandon Wood Golf Course, and Moathouse Leisure Centre.

The duties reflected in this Job Description should be used for guidance purposes only. All employees are required to carry out any duties commensurate to their role and salary.