Job Description

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| **Job Title** | Golf Team Leader |
| **Grade** | Band G |
| **Reporting To** | General Parks Manager |
| **JD Ref** | OPS0016G |

Purpose

Assist the General Parks Manager with the day-to-day management of Wirral Council’s golf courses and associated surrounding open spaces, through management of grounds maintenance operational staff and collaborating with Friends groups, volunteers and other organisations.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values and leadership behaviours in the role and organisation.

**Service Specific Duties & Responsibilities:**

* Undertake the duties of the Green Keepers (GMOs) particularly relevant to the maintenance of the golf course(s) working alongside the site-based staff in their day-to-day tasks and planned practical maintenance tasks and supporting the Head Green Keeper(s) (Site Supervisors) in their day to day tasks and planned practical maintenance tasks.
* Lead on managing the workplace and equipment of the area team, including meeting recycling and waste reduction targets.
* Conduct site surveys and inspections, including all public routes.
* Assist Leisure Services in working with associates golf club and users to ensure sites are safe, productive, and attractive, in line with agreed standards and strategies.
* Assist the General Parks Manager and Leisure Services with raising the overall quality standards in management, improvement, and efficiency within the golf course portfolio and in line current Business Plans.
* Raise the quality and improve the image of Wirral’s parks, golf courses, open spaces, allotments, countryside, coastal areas, and cemeteries in line with current Strategic Plan and Strategic Policy.

**Team Leadership and Management:**

* Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
* Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
* Through continuous improvement strengthen the tools, practices and impact of the service.
* Lead on managing their team of staff in relation to the execution of all work by the team ensuring the quality of standards and that standards of maintenance are relevant to the needs of the community and visiting public.
* Carry out the induction, appraisal, training, and management of staff performance in line with Council standards.
* Investigate complaints and site problems and initiate appropriate action as requested.
* Prepare work schedules for staff and volunteers across the golf estate, liaising with the workshop to utilise effective machine management to improve standards.

**Communication, Engagement and Training:**

* Assist with the preparation of and implement a programme of interpretive information, talks, guided walks, exhibitions, and events.
* Assist with the promote nature conservation by the creation, protection, and appropriate management of sites.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Ensure that all service initiatives adhere to relevant legislation, policies and practices.
* Responsible for Health & Safety issues on sites and maintain Health & Safety in line with all current Health & Safety Policies.
* Responsible for quality control in line with all prescribed standards following BIGGA guidelines and all associated service standards and procedures.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* SVQ/NVQ Level 3 in greenkeeping and Sports Turf Management or subsequent managerial qualification.
* Full UK driving licence.
* PA1, 2 and 6a spraying certificates.
* *Desirable - Completion of Wirral Parks & Countryside Career Pathway training in Park Management or equivalent.*

**Knowledge & Skills**

* Very good communication skills.
* Coaching and training skills.
* Able to work with council staff, public agencies, voluntary organisations, allotment groups and plot holders.
* Able to work as part of a team or individually as required.
* Very good computer skills.
* Financial management skills.
* Knowledge and awareness of health and safety and security issues.
* Able to analyse data and to write reports, plans, policies, and work programmes.
* Knowledge and awareness of horticultural techniques.
* *Desirable – Knowledge of community development.*
* *Desirable – Knowledge of decision-making techniques.*

**Experience**

* Experience of golf course management or team leader experience plus a proven ability to plan, organise and implement work programmes.
* Experience of Green Flag and other Award Schemes.
* Working within the golf industry.
* Carrying out site surveys and inspections.
* Carrying out consultation exercises.
* Experience of providing training to voluntary organisations.
* Able to undertake Wirral Parks & Countryside Career Pathway training in Park Management.
* *Desirable - Experience of managing budgets.*
* *Desirable - Experience of using procurement systems to purchase goods and services.*
* *Desirable - Experience of managing, developing, and promoting allotments.*
* *Desirable - Experience of running a large golf facility and working with Volunteer groups.*
* *Desirable - NPTC Chainsaw licence*

Additional Information

* Ability to travel across the Borough and work from various locations.
* On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

* Prolonged Repetitive Movements/Actions
* Moving or handling heavy loads
* Working with dust or fumes
* Working with skin irritants /sensitisers
* Working with chemicals (industrial or cleaning)
* Working at Heights
* Working with vibrating equipment / tools
* Exposure to Noise (>80dbA)
* Lone working
* Working outside
* Driving duties
* Contact with latex

Approved By: Anthony Bestwick Assistant Senior Manager

Date Of Approval: 14/4/24