SEAFORD HEAD GOLF COURSE

COURSE MANAGER

JOB DESCRIPTION

1. **Job purpose:**

To ensure the efficient management and maintenance of the Seaford Head Golf Course (and other nearby parcels of land/open spaces, as appropriate), balancing the needs of the course as a playable golf course with its environmental, sustainability and heritage needs, amongst others.

To work with others to ensure the success of the golf course as a business and asset to the town.

1. **Reporting Line**
   1. Responsible to the Town Clerk
   2. Responsible for the greenkeeping team.
2. **Duties**

*On Course*

* 1. To maintain the golf course to high standards using modern cultural techniques and machinery.
  2. To produce, monitor and implement a management and maintenance plan for the course with detailed specification requirements. To ensure discussion and/or communication of the plan with the relevant other members of staff and/or third parties.
  3. To anticipate and manage the response to any technical problems on the course, coordinating solutions as appropriate including amendments to specified works methods, chemical treatments, unforeseen turf diseases or soil pests etc. This includes being mindful of the extremes of weather experienced on the course and the need to predict and be mindful of its effects.
  4. To undertake all necessary cultural requirements for the maintenance of the course including mowing, scarification, aeration, top-dressing, fertilising and mechanical or chemical control measures, being mindful of the requirements of the SSSI areas.
  5. To be responsible for the efficient maintenance of equipment, machinery, protective clothing etc. Carry out minor repairs and routine maintenance as appropriate and reporting defects promptly. Liaise with repairers and engineers as required.

A golf course with a body of water in the background

Description automatically generated with medium confidence

* 1. To plan for and manage the replacement schedule of all machinery and equipment, including making arrangements for necessary replacements; purchases or on lease.
  2. To maintain records of all works operations carried out, staff attendance records, machinery maintenance schedules, materials/chemicals stock and usage records, incident/accident records, etc.
  3. To purchase necessary consumable items such as turf, fertiliser, pesticides, etc. in accordance with the Town Council’s Financial Regulations.
  4. To liaise with the Golf Professional, club officials and other Town Council staff as required to ensure best practice in the execution of the works and identify opportunities for course improvements and oversee and manage approved projects.
  5. To undertake and review Health and Safety and Risk Assessments for the Golf Course. To work with the Town Council’s Projects & Facilities team to review Health and Safety and Risk considerations for areas adjoining/linking to the Golf Course. These include borehole, changes to greens, environmental and sustainability projects such as beekeeping and wildflowers, cliff footpaths, entry points and Southdown Corner.
  6. To ensure the Town Council’s policies are adhered to, liaise with the Golf Professional concerning control of play, advise and assist golfers, walkers and members of the public in a courteous and helpful manner at all times. Report any issues to the Golf Professional and Town Clerk at the earliest opportunity.
  7. To exercise the required duty of care in respect of Health and Safety at Work Act and all Town Council policies, practices and procedures on health and safety matters. Comply with all statutory requirements and other instructions regarding the safe storage and use of chemicals, materials, machinery and equipment. Ensure that safety equipment and protective clothing is use at all appropriate times and maintained to the correct standard.
  8. To act as a point of contact for other activities on or around the golf course, such as with nearby tenants of the Town Council (Nature Reserve management, tenant farmer etc) or external visitors to the site arranged by the Town Council.

*Off Course*

* 1. To manage the entire greenkeeping team, including planning, delegation and overseeing work, performance management, recruitment and induction, ongoing coaching (including supporting any team members undertaking qualifications), anticipating and, where relevant and with support as required, resolving staffing issues, staff development and appraisals and all other day-to-day line management duties with the team.
  2. To undertake continuous professional development where appropriate to remain up to date with the current and changing requirements of the role.
  3. To attend meetings with the Golf Professional, Town Clerk, The View General Manager, other Town Council staff and/or Golf Club officials, as required.
  4. To act as an active member of the Town Council’s Central Management Team, attending and taking part in CMT meetings.
  5. To produce a quarterly report to the Golf & The View Committee of the Town Council and attend the evening meetings, dealing with any relevant questions that may arise.
  6. To assist in the budget setting process for the golf course, advising on budgetary needs for the coming financial years. To assist in the monitoring of budgets throughout the financial year, assisting with handling queries and forecasting. Approval of expenditure in line with Town Council policy.
  7. To provide landscaping, maintenance, advice and/or general support with other Town Council-owned land, such as Southdown Corner, green areas at The View and other appropriate sites.
  8. To perform all tasks with the minimum of supervision, undertaking duties with due diligence and ensuring that all provisions of the Standing Orders and policies of the Town Council and Conditions of Service applicable to the post are met.
  9. To undertake any other duties required by the Town Council consistent with the level and scope of the post.

Reviewed: April 2022