



<b>Position Title:</b>	Golf Course Superintendent
<b>Award:</b>	Registered and Licensed Clubs Award 2010
<b>Department:</b>	Grounds
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Financial Accountability:</b>	Grounds budget
<b>Supervisory Accountability:</b>	Grounds Staff

**Position Summary:**

The Golf Course Superintendent is responsible for the overall management of all golf course and ancillary sports grounds maintenance, in line with Club goals and objectives. The Golf Course Superintendent provides leadership and direction to the Grounds team to achieve optimal and efficient turf management of the Club's sporting ground facilities with a strong focus on continuous improvement and environmental sustainability.

**Key Responsibilities and Objectives:**

- Work with the CEO and Greens Director to help promote player satisfaction through maintaining a quality golf course and maintenance program.
- Management responsibility and accountability for all Grounds staff and operating budgets.
- Work with the CEO, Greens Director and other key staff members to continuously improve the golf course, club grounds and all safety programs.
- Lead a safety culture within the Grounds team, driving safety training needs and procedures.
- Help schedule and supervise the daily operations of the course Grounds staff.
- Train, motivate and supervise the staff in a capable manner.
- Develop and present annual Turf Maintenance Plan to CEO, Greens Director and Greens Committee.
- Maintain prompt communication with CEO, Greens Director, Pro Shop staff and other key stakeholders in relation to any works on the course that will affect play or are likely to be the subject of member enquiry or complaint prior to works commencing.
- Continue personal and professional education through attending self-development, training and turf conferences.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

**Key Selection Criteria:**

1. Formal qualifications in Turf Management or related field.
2. At least 5 years’ experience in a similar senior Golf Course Management role.
3. Strong understanding and knowledge of turf management industry.
4. Excellent communication, interpersonal and people leadership skills to manage a team of staff in a progressive and efficient manner.
5. Customer centred approach, with ability to liaise with a wide variety of stakeholders.
6. Ability to prioritise work tasks and manage time effectively.
7. Sound computer literacy, written and verbal communication.
8. Current drivers’ licence, heavy vehicle license and first aid certification.

Desirable

9. Formal qualifications in business management, project management, leadership or other related discipline.

**Key Relationships:**

Internal: Chief Executive Officer, Greens Director, Assistant Superintendent, Grounds Staff, Management Team

External: Industry suppliers, trade representatives, TAFE/training organisations, Members and Guests.

<b>Key Club Requirements</b>	
<b>Adhere to Club Values</b>	<p>The values that we will live by in pursuit of our vision and mission are as follows:</p> <ol style="list-style-type: none"> <li><b>1. EXCELLENCE</b> We relentlessly pursue the best outcomes from all our endeavours. We work collectively and harmoniously to achieve our vision and do not tolerate mediocrity.</li> <li><b>2. BOLDNESS</b> We want to be bold, innovative and willing to take risks in a responsible manner in pursuit of our vision and mission. We want to be welcoming of change and technology as an opportunity to enhance our Club and the benefits that we can provide to our members.</li> <li><b>3. FUN</b> Our offering to our members and visitors is Entertainment. A happy, fun environment is contagious and essential to success. We want the best available staff because we’re a fun place. We want Rich River to be ALIVE WITH FUN.</li> <li><b>4. ADAPTABILITY</b> In a highly competitive industry we must be prepared to change. Whether driven by legislative, technological or market forces we must continuously refresh our offerings to remain competitive.</li> <li><b>5. RESPECT</b> We accept and respect one another, our members and our visitors regardless of gender, age, race, disabilities or beliefs. We respect our environment and ensure safety and sustainability.</li> </ol>

	<p><b>6. COMPLIANCE</b></p> <p>We conduct our business and ourselves in a lawful and socially responsible manner. Through good governance and responsible management, we manage our resources to ensure the ongoing sustainability and involvement of our club.</p>
<b>Workplace Safety Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform role in a safe manner by adhering to RRGC Health and Safety policies, regulations and agreed safe work procedures and report immediately any potential hazards and/or incidents occurring in the workplace.</li> <li>• Adhere to emergency procedures as detailed in the RRGC Emergency Procedure.</li> <li>• Ensure compliance with manual handling practices.</li> </ul>
<b>Code of Conduct/ Behaviour</b>	<ul style="list-style-type: none"> <li>• Demonstrate practice within the Vision, Mission and Values of RRGC.</li> <li>• Assist in establishing and maintaining effective communication systems within the Club and promote and maintain an environment of teamwork and professionalism.</li> <li>• Work in accordance with relevant legislation, Standards and Policies (as applicable to role), e.g. Registered and Licensed Clubs Award 2010.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to personal and professional development.</li> <li>• Participate in professional development, with the department manager, identifying key areas for professional and personal growth.</li> </ul>

**Endorsement:** I have read and understand the requirements of this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_