

POSITION DESCRIPTION	
Title:	Golf Operations Assistant
Directorate:	Council Sustainability - The Links
Reports to:	Golf Operations Manager
Grade:	8-9 (PGA Cert III)
Position Allowance:	Nil
Hours:	38 hours per week, may include weekend work
Number of Direct Reports:	Nil
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	65055, 65011
Pre-placement Medical:	Required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	1/7/14
Date Reviewed:	
Position Purpose	
<p>Represent the facility in a professional golfing capacity to our members and visitors on a daily basis.</p> <p>Assist the Golf Operations Manager in all aspects of the management of the golf operations.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Prior experience in a similar role within golf industry: <ol style="list-style-type: none"> 1. Pro-shop 2. Equipment repairs 3. Teaching junior golfers • Sound knowledge of golf and the golfing industry • Well-developed and effective customer service, interpersonal and communication skills • Knowledge of Microsoft applications • Cash Handling experience • Sound working knowledge of social media tools 	

- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.

Desirable:

- Experience in Local Government
- Experience with Micropower applications
- Experience in golf tuition

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call these the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Promote and execute profitable and efficient operation of the pro shop.
- Assist with the purchasing of all pro shop products
- Supervise the receipt and checking of all deliveries.
- Supervise monthly stock-takes and stock control procedures ensuring necessary information is given to the Golf Operations Manager in a timely fashion.
- Ensure all new suppliers have been approved and that all necessary forms and documentation for new accounts have been given to the office for processing.
- Ensure all supplier invoices and credits are coded according to procedure and given to the Golf Operations Manager in a timely fashion.
- Merchandise the golf shop on a regular basis.
- Supervise sessions with junior golfers
- Supervise the cleaning and maintenance of pro shop and its surrounds.
- Attend meetings as required.
- Regular discussion with Golf Operations Manager concerning facility in general, budgetary situation, attendance at facility, etc.
- Continuously identify areas within the organisation where cost reduction and program improvement is required
- Locate, select and procure merchandise for resale in accordance with policy
- Identify and implement networking opportunities on an ongoing basis
- Be responsible for cart fleet operations and maintenance
- May be required to act in a more senior role as required.

Risk Management

- Be aware of all potential risks that might arise in your area of activity and responsibility
- Minimise Council's exposure to risks in so far as is reasonably practicable within your area of activity and responsibility.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.

- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.

Shellharbour City Council is currently undertaking a review of its organisation structure. This position has been determined to be required in a new organisation structure. The position could be affected by changes in reporting lines and or directorates as part of the review.