

Job Description

POST TITLE	Assistant Green Keeper/Green Keeper Career Grade	POST NO:	PK2331 PK2386 PK2387
SERVICE UNIT	Green Spaces & Amenities	GRADE:	CG 4 - 5
JOB EVALUATION	A586 – grade 4 A352 – grade 5	JOB FAMILY	If applicable
RESPONSIBLE TO:	Estate Manager and Senior Green Keeper		
RESPONSIBLE FOR:	Supervision of junior colleagues, apprentices, and volunteers (Grade 5)		
LOCATION	Towneley Park	STATUS	Staff

Job Purpose:

To assist with the maintenance of Towneley Park Golf Courses, including preparation of the courses, maintenance of fine turf and helping with any further improvement to the courses.

MAIN DUTIES AND RESPONSIBILITIES:

1. Undertake a comprehensive range of horticultural tasks to maintain the golf courses to a high standard.
2. Assist with the preparation of the courses for play, including positioning of holes, preparation of bunkers, re-positioning of tee markers, litter removal, etc.
3. Identify pests and diseases and apply fertilisers, pesticides and herbicides as directed in accordance with manufacturer's instructions and good horticultural practice.
4. Operate horticultural machinery including pedestrian and ride-on mowers, tractors and hand machines and undertake daily/weekly safety checks and maintenance operations.
5. Work with minimal supervision, accept responsibility to direct the work of other employees assigned to them and use own initiative to undertake tasks which are necessary.
6. Undertake course improvement work including drainage, construction of tees, greens and bunkers, turfing, repair of furniture, etc.

7. Undertake work outside normal hours (for which overtime or time off in lieu will be paid) to assist with the preparation of the course.
8. Deputise for the Senior Green Keeper in his absence.
9. Wear the uniforms, Personal Protective Equipment and identification provided in a smart and presentable manner.
10. Behave towards members of the public in a professional manner and respond to any complaints and enquiries in a helpful and courteous manner.
11. Deal with colleagues openly and fairly at all times and support mutual respect within the team, encouraging good team working and co-ordinating tasks and duties with colleagues.
12. Liaise with leisure trust staff and park rangers as necessary to ensure the efficient operation of the course.
13. Ensure the security of staff, public and buildings. Undertake opening and locking of buildings and gates as required.
14. Work with the Senior Green Keeper and other managers to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy. In particular to:
 - Be familiar with and follow the 'Safe System of Work' for each operation and if in doubt seek advise from your supervisor.
 - Ensure that materials and equipment are safely handled and stored on site, in vehicles and in depots.
 - Ensure that machinery and plant is operated in a safe manner for the purposes for which it is designed and in accordance with the relevant Safe System of Work.
 - Undertake any necessary checks & maintenance operations prior to the operation of vehicles and machinery.
 - Ensure that any staff you supervise follow the 'Safe System of Work'
 - Report any concerns that you may have regarding health and safety to your supervisor.
15. To undertake such other duties as may be assigned from time to time, commensurate with the duties of the post.
16. To attend training identified as necessary to undertake current and future job requirements.

Health & Safety

Employees are required to work with their employer to ensure a working environment that is safe and without risks to the health, safety and welfare of employees and others who may be affected. This is in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This job description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the job description.

Prepared by:

Date: October 2025

Postholder:

Date of issue:

Person Specification

POST: Assistant Green Keeper-Green Keeper
 POST NO: PK2331, PK2386. PK2387

Selection Criteria	Essential/ Desirable E/D	Means of Assessment Application Form/Interview/Test A/I/T
		Candidates will be required to produce certificates at interview
QUALIFICATIONS		
1. Full Driving Licence.	E	Production of licence
2. NVQ level 2 in Green Keeping & Sports Turf Management (or equivalent qualification).	E	Production of certificate
3. Pesticide Certificates PA1 PA2 PA6. (PA1 & PA6 essential for Grade 5)	D/E	Production of certificate
4. NVQ Level 3 in Green Keeping & Sports Turf Management (or equivalent qualification) (essential for Grade 5)	D/E	Production of certificate
EXPERIENCE		
4. Experience of the horticultural work required to maintain golf courses to a high standard.	E	A/I
5. Experience in the safe use of horticultural plant and machinery including excavators, ride on mowers, tractors etc, used in golf course maintenance. (Essential for Grade 5)	D/E	A/I
6. Experience of driving a variety of work related vehicles up to 3.5 tonnes. (Essential for Grade 5)	D/E	A/I
SKILLS AND KNOWLEDGE		
7. Knowledge of the maintenance of sports turf and golf courses.	E	I
8. An ability to prepare a golf course to a high standard.	E	I

9.	An ability to identify and control the main pests and diseases and physiological conditions of fine turf and take appropriate action to control them. (Essential for Grade 5)	D/E	I/Test
10.	An ability to operate plant and machinery including mowers, tractors, excavators and ride on machines and be conversant with the general maintenance and performance of the equipment and the health and safety requirements of the equipment.	E	I/Test/Production of Certificate
11.	An ability to work in a safe manner and follow safety procedures.	E	I
12.	An ability to deal with members of the public in a polite and courteous manner.	E	I
13.	An ability to work as part of a team to meet work targets.	E	I
14.	An ability to work without direct supervision and to deputise for the Head Green Keeper in their absence. (Essential for Grade 5)	D/E	I
15.	An ability to plan and co-ordinate work activities and resources. (Essential for Grade 5)	D/E	I
OTHER			
16.	Willingness to work overtime/weekends when required and be on call out list.	E	I
17.	Willingness to undertake further training as needed.	E	I
18.	Physically fit, able to undertake strenuous manual work whilst working in all weather conditions.	E	I
19.	Demonstrate an ability to identify opportunities to improve service and be instrumental in making changes that benefit the customer.	D	I

The Burnley Way

Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs.

Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.

Further details are contained in the Behaviour Framework.

October 2025