

Sedgefield

Position:	Head Groundsperson
Reporting to:	Clerk of the Course
Responsible for:	Estates and Grounds
Contract type:	Permanent
Hours of work:	40 hours per week, 5 days out of 7.

About the role

The Head Grounds Person is responsible for the leadership of full time groundstaff, as well as the management and briefing of casual staffing around racedays. Reporting to the Clerk of the Course, you will be responsible for the presentation of the track and racing surface, as well as all other external areas of the racecourse.

Summary of the Role

- Preparation and presentation of the Track and Racing surface, in liaison with the Clerk of the Course and in compliance with the British Horseracing Authority General Instructions (BHAGIs).
- Pro-active delivery of the highest standards of turf husbandry, working with consultant agronomists and external contractors where necessary.
- Maintenance and presentation of the site inclusive of lawns, parade rings, stables and external areas of the customer facing enclosures.
- Maintenance of the external site inclusive of car parks, roadways, trees, hedging and fencing.
- Management and maintenance of the associated equipment and machinery.
- In conjunction with the Clerk of the Course, prepare and manage annual budgets ensuring efficient allocation of resources throughout the year.
- Leadership of the ground staff team inclusive of training and development.
- Management and briefing of raceday casual staff.
- Compliance with Group Health and Safety policy.

Detailed description of the role

The Racing Surface

- Under the direction of the Clerk of the Course, carry out a maintenance programme for the course and surrounding areas. This will involve record keeping and regular walking/inspection of the course and the adjoining areas
- Responsible for preparing the course for racing – to include mowing, ‘treading in’, aeration, scarification, fertilising, spraying and seeding etc as required
- Liaise with the Clerk of the Course on purchasing materials to achieve the above with a continued focus on budgetary control

- Responsible for repairing and setting out of all chase and hurdles during the season, including wings and lead-in rails. Sitting and positioning of fences/hurdles for racing in agreement with the Clerk of the Course.
- Responsible for rebuilding a percentage of the chase fences, as per the schedule agreed during the close season. All works to be carried as per British Horseracing Authority (BHA) General Instructions (BHAGIs) and in liaison with the Clerk of the Course and the BHA course inspector
- Responsible for maintaining, moving, setting out and realigning of the running rail as required by the Clerk of the Course
- Maintenance of all external fencing, other railings and signage
- Management of the Grounds Team and casual staff on racedays
- Monitor and record weather conditions plus attention to weather forecasts
- In conjunction with the Clerk of the Course, pre-racing Going reports
- In conjunction with the Clerk of the Course oversee any projects or events likely to involve or impact on the racing surface
- Presentation of areas adjacent to the racing surface – mow, strim, clean running rail etc.

WATERING AND DRAINAGE

- Maintenance and use of all irrigation equipment
- Course watering to achieve a healthy grass sward and deliver the desired raceday Going
- Record keeping for the above
- Oversee any drainage works or track related projects and monitor performance of such once installed

LAWNS AND GARDENS

- Maintain all Lawns and Parade Rings with particular attention to Raceday presentation and presentation for non- raceday events.
- Maintenance and presentation of all trees, hedges, shrubs and flowers

STABLES

- With the Clerk of the Course and Stable Manager to ensure all is BHAGI compliant with the stables, the yard, office and horse box park is well presented
- Ordering necessary equipment and supplies within budget
- Assist with pre-raceday security

RACECOURSE BUILDINGS

- In conjunction with the Clerk of the Course/General Manager, assist with the building maintenance programme plus any necessary liaison with and control of third-party contractors

SURFACES

- Responsible for the general maintenance of outside areas including car parks, tracks, ambulance track, tarmac areas and horsebox park

EXTERNAL CLEANING

- Ensure all spectator areas, including stands and enclosures, are cleaned before and after racedays.
- Monitor cleanliness of car parks, horsebox areas, saddling boxes, equipment stores, and surrounding zones.

MACHINERY AND EQUIPMENT

- Ensure all course machinery and equipment is maintained in safe working order and kept clean and tidy with all relevant paperwork is completed.
- Organise repairs and replacements where and when necessary. Approval must be sought on such expenditure for budgetary control
- Prepare an annual plan, in conjunction with the Clerk of the Course, for equipment purchasing, replacement and a servicing plan

STAFF MANAGEMENT

- In conjunction with the Clerk of the Course, manage the Grounds Team
- Brief, supervise and assist staff in their duties with a keen eye on their development
- Recruit casual labour for racedays and otherwise as required
- Ensure all staff comply with all statutory procedures and company rules
- Manage time keeping of all staff, plus collect, verify and return time sheets to the racecourse office. Report any sickness or absenteeism
- In conjunction with the Clerk of the Course, agree the annual leave/holiday for your staff and maintain records
- Keep records of and report any injuries to staff whilst on duty
- Supply staff with appropriate uniform and protective clothing when necessary
- Regulations and safe working practices in accordance with current legislation and as detailed in the Company's Health and Safety Policy and Procedures

EVENTS AND VENUE HIRE

- Liaise with the Racecourse Office regarding Non Racing Events especially where areas of your responsibility may be involved including any input required by the Grounds Team or casual staff

HEALTH, SAFETY, WELFARE & ENVIRONMENTAL MANAGEMENT

- In liaison with the Clerk of the Course and General Manager ensure that all aspects of the company risk management programme are met and maintained. You will therefore need to refer to the Safety Management System (SMS) to ensure that all grounds related tasks are completed in line with the standards and frequencies specified. This will also include making sure that all ground staff are provided with adequate information, instruction, training and supervision to enable them to operate safely and responsibly. This principle will also be applied so as to protect the racecourse and the environment.

Other

To comply with all Health and Safety procedures associated with the department at all times. This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments



- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Signed by Employee..... Date.....

Signed by Line Manager..... Date.....