

Job Description

TITLE OF POSITION: Turf Manager

BUSINESS UNIT: Grounds

REPORTS TO: Executive Director

DIRECT REPORTS: Two part-time seasonal staff plus volunteers

LOCATION: Canterbury Country Cricket Administration Office, Mainpower Oval, Rangiora.

DATE CREATED: 2 October 2017

Cricket is recognised as New Zealand's premier summer sport and Canterbury Country Cricket has a long and proud history of outstanding performance as a leading cricket organisation.

PURPOSE OF THE POSITION

The purpose of the Turf Manager is to:

- i) provide first class playing conditions in accordance with the New Zealand Cricket Grounds Warrant of Fitness at Mainpower Oval in Rangiora.
- ii) provide senior grade pitches at Dudley Park Rangiora and Southbrook Park Rangiora to be used for club cricket in the North Canterbury club competitions.
- iii) provide quality assurance on cricket pitch preparation at cricket venues throughout the Canterbury Country Cricket Association area.

Background regarding the position: Canterbury Country Cricket Association is directly responsible for the preparation of first class cricket pitches at Mainpower Oval and for club pitches at the grounds named above. The association also has responsibility for ensuring all pitches at club venues are up to the required standard for the level of cricket being played.

TASK DESCRIPTION

Key Tasks:

1. Turf Management

Expected outcomes

- preparation of first class cricket pitches at Mainpower Oval that comply with the New Zealand Cricket grounds Warrant of Fitness.
- Maintenance of outfield, practice area and ground in accordance with the NZC ground Warrant of Fitness
- Preparation and maintenance of club cricket pitches and wicket blocks to the satisfaction of the associated club
- Provide oversight of the work being done by direct reports and volunteers
- Maintenance of Mainpower Oval ground and surrounds in accordance with Waimakariri District Council requirements
- Maintenance of facilities at Mainpower Oval in accordance with budgetary constraints

2. Focus and Implementation

Expected outcomes

- Continuation of first class cricket at Mainpower Oval
- Enhancement of the relationship with clubs involved with the pitch preparation programme
- Maintain and enhance the relationship with the local authority and continuation of the contract to maintain Mainpower Oval
- Maintenance of Mainpower Oval within set budgets

3. Relationship Management

Expected outcomes

- Maintain positive relationships with all Canterbury Country Cricket stakeholders including clubs, local authority, Canterbury Cricket, New Zealand Cricket and visiting teams
- Ensure communication with all Canterbury Country Cricket stakeholders is positive & timely
- Maintain positive relationship with other Mainpower Oval ground and facility user groups

4. Measurement of Effectiveness

Expected outcomes

- To report regularly on the effectiveness of the Turf management Programme by:
 1. Attending regular staff meetings and reporting on expenditure against budget
 2. maintaining regular contact with Rangiora and Southbrook clubs to continually monitor the effectiveness of the club pitch preparation programme

PERSON SPECIFICATIONS

WORKING EXPERIENCE:

- Previous experience in Turf Management ideally with a focus on cricket pitch preparation
- Experience in dealing with volunteers
- Experience in overseeing staff

SKILLS AND KNOWLEDGE:Technical Skills

- Must have the technical knowledge and skills to do the job at a high level of accomplishment

Drive for Results

- Can be counted on to exceed goals successfully
- Pushes self and others for results
- Keeps an eye on the ball and acts and talks as if they care about achieving results

Approachability

- Is easy to approach and talk to
- Spends the extra effort to put others at ease
- Builds rapport well
- Is a good listener

Composure

- Is cool under pressure
- Does not become defensive or irritated when times are tough
- Is considered mature
- Can handle stress

Interpersonal Savvy

- Relates well to all kinds of people, inside and outside the organisation
- Builds appropriate rapport
- Builds constructive and effective relationships
- Uses diplomacy and tact

Process Management

- Good at figuring out the process necessary to get things done
- Knows how to organise people and activities
- Knows what to measure and how to measure it
- Can simplify complex processes
- Gets more out of fewer resources
- General understanding of business and commercial issues
- Administer systems, services, business processes and procedures to ensure business efficiency

Problem solving and initiative

- Identify and proactively solve problems
- Ability to use initiative to leverage Canterbury Cricket reputation

Planning, organising and prioritizing

- Plan, organise and prioritise own work to achieve objectives
- Achieve outcomes to a high standard within agreed timeframes
- Manage work, career and personal priorities

QUALIFICATIONS

ESSENTIAL: Turf Management Qualification
Full drivers licence

PREFERRED: Previous experience in cricket pitch preparation
Certified chemical handler

PERSONAL ATTRIBUTES:Professional work ethic

- At all times
- Willingness to work seasonal variations to get the job done
- Ability to work under pressure and to tight timelines
- Ability to work variable hours and weekends.

Adaptability and attitude

- Maintain effectiveness when experiencing major changes in work tasks or the work environment Adjusting effectively to working within new work structures, processes, requirements or culture

Continuous learning and growth

- Assimilating, and applying in a timely manner, new job-related information that may vary in complexity
- Capacity and enthusiasm to learn new concepts and tasks, and take on additional responsibilities
- Shows initiative
- Seeks feedback and coaching

Establishing credibility

- Demonstrates the personal qualities and attributes that contributes to building effective relationships with other employees, peers, managers, associations, partners and the wider Canterbury Cricket family .

HEALTH AND SAFETY

Each employee is responsible for complying with the Health and Safety in Employment Act and must adhere to all NZC policies and procedures.

You will be required to:

- Follow instructions raised by your manager on Health and Safety matters.
- Identify, report and control all hazards accidents or incidents observed in the workplace immediately.
- Keep your immediate work area tidy to minimise the likelihood of injury to yourself or others.
- Communicate Health and Safety issues or concerns either directly to your supervisor or to the Human Resources Manager.
- Use plant, equipment, vehicles and materials safely and in the manner intended.
- Always use correct personal protective equipment (PPE) or safety equipment provided for the appropriate tasks.
- Keep up to date with Health and Safety matters in the workplace.
- Take an active role in contributing to meetings, training and other Health and Safety activities when offered.
- Take an active role in any personal treatment and rehabilitation plan to ensure an early and durable return to work.
- Ensure that no action or inaction by yourself while at work causes harm to yourself or any other person.
- You are an important part of workplace safety – participate in making your workplace a safe and happy environment.

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