

Position Description

SECTION 1

POSITION TITLE: Turf Services Coordinator

TYPE of EMPLOYMENT: Full-Time (Fixed term contract – Two (2) years)

KEY FOCUS OF THE ORGANISATION (WAFC Vision):

To lead and engage all West Australians through a positive experience with Australian Rules Football.

KEY FOCUS OF THIS POSITION (Why this job exists):

The Turf Services Coordinator primary role is to ensure that the playing surface at Domain Stadium is maintained within AFL minimum standards and carry out all works as stated in the Turf Management Plan (TMP). Key areas include but are not limited to:

- Stakeholder liaison (including AFL clubs);
- Implementation of all turf maintenance programs;
- Overseeing turf installation;
- Supervision and development of staff;
- Managing ground usage;
- Overseeing precinct and Kitchener Park; and
- Maintenance and management of automated irrigation system.

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
Manager – Turf Services	Stadia & Facilities	n/a

AUTHORITY LEVELS (Decisions and Recommendations expected):

As tasked via Business Plan.

SECTION 2	
KEY RESULT AREAS (KRA) / KEY PERFORMANCE INDICATORS (KPI'S)	
KRA'S - WHAT is PERFORMED	KPI'S - HOW it WILL BE ACHIEVED – to WHAT STANDARD, TIME-FRAME, or for WHO
Turf Renovations	<ul style="list-style-type: none"> • Carry out turf renovations as planned.
Match Preparation	<ul style="list-style-type: none"> • Carry out match preparation at Subiaco and Kitchener Park, which will include: <ul style="list-style-type: none"> • Line Marking; • Liaise with stakeholders in accordance to their requirements; • Code changeovers; and • Field of play preparation in accordance to AFL standards.
Turf Management Plan	<ul style="list-style-type: none"> • Follow and carry out actions items on the Turf Management Plan.
Budgeting and Forecasting	<ul style="list-style-type: none"> • Management of budget and responsibility of financial efficiency. • Equipment forecasting both short and medium term. • Returfing forecast.
Contract Services	<ul style="list-style-type: none"> • Oversee quality management of contractors including turf dedicated off site turf plot.
Manage Kitchener Park	<ul style="list-style-type: none"> • Ensure Kitchener Park is in fit for use condition to meet requirements for bookings and usage.
Manage Contractors and Casual Staff	<ul style="list-style-type: none"> • Provide guidance and supervision to contractors during contracted period, including quality control management. • Provide management and supervision to all casual staff allocated for duties.

SECTION 3

COMPETENCIES REQUIRED FOR THIS POSITION:

<p>1. Technical Knowledge Comprehensive knowledge of Turf Management principles.</p>	<p>6. Initiative Taking independent action to positively influence desired outcomes.</p>
<p>2. Computer literate Intermedia knowledge of Word, Excel, Outlook and PowerPoint.</p>	<p>7. Planning and Organising Ability to plan, schedule and organise programs that will enhance the Oval's preparation and appearance.</p>
<p>3. Effective Communication Ability to clearly and concisely convey information and ideas in a manner that engages the audience. Ability to communicate to external users of the Oval and outline usage requirements.</p>	<p>8. Analytical Power Ability to effectively analyse scheduled and unscheduled events to determine the effect on Oval grounds and subsequent impact on useability.</p>
<p>4. Client/Stakeholder Focus Ensuring stakeholders and clients are always informed and engaged.</p>	<p>9. Judgement Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.</p>
<p>5. Teamwork Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.</p>	<p>10. Problem Solving Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.</p>

EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION: (Essential or Desirable)

- Tertiary qualification or equivalent experience in Turf Management (E)
- Excellent written and verbal communications (E)
- Excellent interpersonal, teamwork and relationship building skills (E)
- Ability to work outside of normal working hours (E)
- Ability to plan and forecast work schedules (E)
- Strong focus on Health, Safety and Environment systems (HSE) (E)
- Ability to operate and maintain automated irrigation system (E)
- Minimum of three years' supervisory experience at a major stadium or golf course (D)
- Minimum three years' experience with rye grass sporting fields (D)
- High level of record keeping (D)
- Ability to work within budget and meet deadlines (D)