**Job Description**

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| **Job title:** | **Sports Science and Medicine Manager** |
| **Department/School:** | **Sports Development and Recreation** |
| **Grade:** | **7 (0.6 FTE)** |
| **Location:** | **Department of Sport Development & Recreation** |

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| **Job purpose** |
| To influence the future direction of sports science and medicine delivery as part of the leadership team of the Physio and Sport Science Centre. To retain and develop partnerships, contracts and general commercial business to ensure the sustainability of the Sports Science and Medicine Team and to manage the practitioners within the Team. |

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| **Source and nature of management provided**  |
| Finance & Administration Manager |

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| **Staff management responsibility** |
| Line manage senior Practitioners (physiotherapists, a nutritionist, massage therapists, Strength and Conditioning coaches and a physiologist). |

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| **Career and Professional Development Activities** |
| From time to time you may be asked to assist in the facilitation of CPD activities. This will form part of your substantive role and you will not receive additional payment for these activities.  |

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| **Special conditions**  |
| Contracted hours amount to 22 per week. This should be spread over at least 4 days per week.  |

| **Main duties and responsibilities**  |
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| **1** | Work as part of a leadership team with the Finance and Administration Manager and Practice Manager on business planning and development, delivery and monitoring |
| **2** | Line management of senior practitioners within Physiotherapy, Physiology, Nutrition, Massage, Strength and Conditioning and Psychology (consultant) |
| **3** | Manage the practitioners appropriately to help facilitate interdisciplinary and multi-disciplinary working. |
| **4** | Work with the Finance and Administration Manager and Practice Manager to monitor and report on financial aspects of the area on a regular basis. Contribute to setting the annual budgets for the area. |
| **5** | Responsible for client relationship management with internal (University High Performance Programmes, University Department of Health) and external (Southampton Football Club, National Governing Bodies) clients. |
| **6** | Plan and coordinate the science & medicine support services delivered to partners and clients. |
| **7** | Coordinate the sports science and medicine support services delivered to TASS (Talented Athlete Scholarship Scheme) athletes in conjunction with the Athlete Services Officer. |
| **8** | Work with the Practice Manager to ensure partners and clients receive the contracted services. Implement and manage appropriate recording methods and produce reports on a regular basis. |
| **9** | Responsible for improving the quality of sports science and medicine service delivery through quality assurance processes and implementation of best practice |
| **10** | Work with the Department’s Senior Management Team to secure new contracts with NGB’s and other organisations. |
| **11** | Work with staff in the DSDR Training and Development team to develop positive cross over opportunities between the two areas of the department. |
| **12** | Work proactively to deliver a strong partnership with the English Institute of Sport.  |
| **13** | Assist Practice Manager, Sales staff and Matchtight Ltd to communicate information that enhances the reputation and business development of Team Bath Sports Science and Medicine. |
| **14** | Represent UOB at meetings with external organisations, such as National Governing Bodies of Sport and TASS where appropriate. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  |

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**Person Specification**

| **Criteria** | **Essential** | **Desirable** | **Assessed by** |
| --- | --- | --- | --- |
|   |   |   | A/F | I/T | R |
| **Qualifications** |  |  |  |  |  |
| * An undergraduate degree, preferably linked to one of the Sports Science and Medicine areas
 | Y |  | Y |  |  |
| * A postgraduate qualification
 |  | Y | Y |  |  |
| * A professional qualification or accreditation linked to one of the Sports Science and Medicine areas.
* A professional management qualification
 |  | YY | YY |  |  |
| **Experience/Knowledge** |  |  |  |  |  |
| * Management/coordination and delivery of science and medicine services, people, or projects
 | Y |  | Y | Y |  |
| * An awareness of the issues affecting performance sport, science and medicine in sport, research and development in sport in UK and abroad
 |  | Y | Y | Y |  |
| * Experience of developing staff
 | Y |  | Y | Y |  |
| * Experience and knowledge of effective line management
* Experience of business planning and analysis, delivering against strategic objectives and working within budgets and financial processes.
 | YY |  | YY | YY |  |
| **Skills** |  |  |  |  |  |
| **Communication:*** Communicates effectively at all levels and in demanding situations
 | Y |  | Y | Y |  |
| **Leadership & Management*** Demonstrates strong management skills
* Energises others to perform to their potential
* Openly gives and seeks feedback
* Strives to raise the profile of the Team Bath brand locally, regionally, nationally and internationally
* Skills to manage people & projects effectively
 | YYYYY |  | YYYYY |  |  |
| **Planning & Organising** * Sets clear objectives, monitors and evaluates progress and allocates resources appropriately
* Excellent organisation and time management abilities
 | YY |  |  | YY |  |
| **Financial Awareness** * Experience and ability to work with, and to, budgets. Introduce initiatives to make significant improvements on efficiency.
 | Y |  |  | Y |  |
| **Attributes** |   |  |  |  |  |
| * Strives for continuous improvement leading to excellent performance
* Have a ‘can do’ attitude to work and challenges.
* Want to achieve the highest standards for yourself and others
 | YYY |  | Y | YY |  |
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Code: A/F – Application form, I/T – Interview/Test, R – References