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**Job Description**

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| **Job title:** | **Head of Student Performance Sport** |
| **Department/School:** | **Sports Development and Recreation (DSDR)** |
| **Grade:** | **8** |
| **Location:** | **University of Bath** |

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| **Job purpose** |
| The primary purpose of the role is to manage the department’s strategic development of student performance sport (SPS).  The post holder will be responsible for setting standards that drive continuous improvement while fostering a high performing culture and team environment across our SPS programmes.  The post holder will provide expert advice for devising, implementing and providing operational oversight of SPS as well as our Dual Career programme, sports scholarships and our partnership with TASS. This will involve leading on developing the standards of delivery, targets and priorities for SPS, including recruiting and supporting elite athletes and coaches, building partnerships with professional and community clubs and with National Governing Bodies.  The role will lead and manage our experienced Head Coaches, our Performance Support Team and our Performance Sport Officer.  As part of the Department’s Senior Leadership Team (SLT), the postholder will also be heavily involved in the strategic development and financial performance of the Department. |

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| **Source and nature of management provided** |
| Director of Sport |

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| **Staff management responsibility** |
| There are ten direct reports:   * Head Coaches of athletics, badminton, football, hockey, judo, rugby, swimming and triathlon\* * Performance Support Team Manager * Performance Sport Officer   The postholder will also work closely with the coaches responsible for SPS within the netball and tennis programmes.  *(\*joint management with staff from British Triathlon)* |

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| **Special conditions** |
| 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.  You will also be required to work flexibly, including evenings and weekends as required by the demands of the programmes.  You will be required to complete UKAD Coach Clean (renewing every two years) as a condition of employment. |

| **Main duties and responsibilities** | |
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| **1** | **Strategic Leadership of SPS** |
|  | * Lead and shape the strategic direction of SPS, initiating and managing change where required while planning, setting and achieving targets with a long-term approach consistent with the Department’s strategy. |
|  | * Lead our programme of continuous improvement, known as ‘The Bath Way’, to develop a culture that facilitates the holistic development of our student athletes and associated staff. |
|  | * Ensure the provision of critical assessment of SPS programme delivery supporting Head coaches with constructive challenge to programme content and approach. |
|  | * Working collaboratively with key internal partners, continually enhance the recruitment opportunities for student-athletes working to reduce barriers where possible and increase the visibility of the SPS provision and support to key target groups. |
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| **2** | **Management of staff delivering within SPS** |
|  | * Lead and manage a large and diverse team of Head Coaches and sports performance support staff. |
|  | * Develop and support staff to improve performance and meet the long-term priorities of the area. |
|  | * Mentor your direct reports, enabling them to successfully manage their staff teams accordingly. |
|  | * Lead on the associated recruitment, deployment and induction of staff to ensure the highest standard of delivery. |
|  | * Drive team engagement through effective communication, staff training, team meetings and away days. |
|  | * Implement HR processes and guidelines for managing performance including complex and challenging welfare issues and disciplinary proceedings. |
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| **3** | **Partnership Management** |
|  | * Develop mutually beneficial relationships or formal agreements with associated external local and national partnerships, including but not limited to: TASS, UKAD, DiSE, PGMOL, Bath Rugby, British Triathlon, British Judo and Team Bath Buccaneers Hockey club. |
|  | * Initiate, develop and maintain strategic professional relationships with key internal senior colleagues including but not limited to: Admissions, Academic schools and faculties, Accommodation, Hospitality, Student Services, Students’ Union and Alumni relations. |
|  | * Champion and support the Team Bath brand and department marketing activities to further embed and build affinity amongst existing and future students, alumni and the broader community. |
|  | * Foster relations with our elite athlete alumni and community to support the development of existing student athletes and the wider department strategic objectives. |
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| **4** | **Financial Management** |
|  | * As part of the Annual Planning process and together with the Director of Sport and SLT, develop the annual budget for areas within the remit. |
|  | * Monitor and analyse SPS budgets, including the eight sport specific budgets managed by the Head Coaches, to ensure adherence to budget. |
|  | * Provide regular reports, forecasting and recommendations for budgets within the remit. |
|  | * Seek opportunities to generate additional income streams linked to the areas of responsibility. |
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| **5** | **Athlete Support** |
|  | * With Performance Sport Officer, seek ways to improve and enhance the Dual Career Programme and support to our leading student athletes. |
|  | * Ensure all SPS programmes are aligned to current best practice in regard to athlete well-being and maintain relationships with key staff in Student Services and Students’ Union to provide support to athletes and staff. |
|  | * With Performance Sport Officer, act as strategic lead for our partnership with TASS and oversee the delivery of our TASS programme, ensuring we remain a leading institution within the TASS network. |
|  | * Ensure the University retains its Clean Sport Elite accreditation with UKAD and related activities and processes are delivered during the year. |
|  | * Engage with academic colleagues to initiate and develop systems that support student-athletes succeeding in both their studies and sports performance, and which update key stakeholders on progress and flag any concerns early in the academic year. |
|  | * Working with the Alumni Team, seek funding to increase our scholarship offer, ensuring our scholarships encourage the recruitment of high performing student athletes. |
|  | * Continually review our scholarship offer, presentation and marketing to ensure it remains competitive across the HE sector. |
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| **6** | **Marketing and Profile** |
|  | * Working with our Marketing Consultant and Head Coaches, ensure effective promotion of our SPS offer, to aid university objectives in recruitment, access and the international agenda. |
|  | * Working collaboratively, enhance the reputation of the university through the marketing and promotion of sporting achievements and partnerships. |
|  | * Working with our Marketing Consultant and The Students’ Union, ensure SPS is promoted internally to staff and students to encourage greater awareness and engagement. |
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| **7** | **Senior Leadership Team** |
|  | * As a member of the SLT, support the creation and implementation of the Department’s strategic vision, aligned to the University Strategy. |
|  | * As a member of the SLT, contribute to and coordinate its short-, mid- and long-term strategic objectives, including monitoring progress towards key performance indicators, financial performance and providing guidance for the development of subsidiary strategies and action plans. |
|  | * As a member of SLT, contribute to relevant meetings, away days and department wide projects. |
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| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  You are required to follow all University of Bath policies and procedures at all times and take account of University guidance. | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| * Educated to a degree level or equivalent management qualification | √ |  |
| * A postgraduate qualification in a related field |  | √ |
| * National Governing Body coaching qualification at level 2 or above |  | √ |
| * TALS qualification |  | √ |
| * UKAD Coach Clean | √ |  |
| * Evidence of continual professional development |  | √ |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| * Substantial relevant knowledge and experience within the performance sport or HE sport sectors | √ |  |
| * Knowledge and understanding of the key sporting bodies within performance sport and the HE sport sector | √ |  |
| * Experience of managing and developing performance coaches and sports science practitioners | √ |  |
| * Experience of influencing at a senior level | √ |  |
| * Significant experience of partnership development and management | √ |  |
| * Experience of working with a multi-disciplinary team in a performance sport setting | √ |  |
| * Evidence of a successful track record in managing budgets and allocating resources | √ |  |
| * Proven experience in setting strategies and business plans | √ |  |
| * Proven success in a performance sport environment | √ |  |
| * Knowledge or experience of the sports medical landscape |  | √ |
| * Knowledge of coach education models and methodologies |  | √ |

| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
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| * Proven leadership skills, with the ability to operate in a multi-functional team | √ |  |
| * High level organisational and planning skills | √ |  |
| * Excellent inter-personal skills that build trust and respect, leading to mutually beneficial business relationships amongst a range of stakeholders | √ |  |
| * Ability to work as a team, be prepared to take on new tasks at short notice and be proactive in seeking to produce the best possible service | √ |  |
| * Conflict resolution and negotiation skills | √ |  |
| * Ability to communicate effectively in a concise and confident manner, to persuade and influence a range of individuals / groups | √ |  |
| * Excellent presentation skills | √ |  |
| * Advanced analytical skills, with a solution focussed and innovative approach to problem solving | √ |  |
| * Strong financial literacy including managing and controlling budgets | √ |  |
| * Strong IT skills | √ |  |
| * Proven successful project and change management skills |  | √ |
| * Ability to work proactively with a high level of initiative | √ |  |
| * Ability to manage multiple projects and meet deadlines | √ |  |
| * Excellent networking and influencing skills | √ |  |
| * Demonstrates a strong ability to listen, show empathy for athletes and staff and act supportively to all colleagues | √ |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g., clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |