

Helpdesk Report: Head of Sport and Exercise

by

Incomes Data Research

November 2020

This report has been produced by Incomes Data Research Limited as part of the ECC Labour Market and Pay Data Service.

Any queries relating to this report should be directed to:

t: +44 (0) 1702 669549

e: marketdata@incomesdataresearch.co.uk

Incomes Data Research Limited. Registered in England & Wales. Company No. 09327550.
Registered address: 71-75 Shelton Street, London WC2H 9JQ

Correspondence address: Incomes Data Research, The Studio, The Old Gasworks, 43 Progress Road, Leigh on Sea, Essex SS9 5PR

Contents

1. Introduction	4
2. Market salary data	4
2.1. Market data	4
2.1.1. University panel data	4
2.1.2. IDR data	5
3. Job advertisements	6

1. Introduction

This report has been prepared by Incomes Data Research (IDR) and as requested; it provides market salary data for the following role(s):

- Head of Sport and Exercise

2. Market salary data

This section presents the market salary data. We aim to provide a minimum of three sources of information for each job to enable ‘triangulation’ of the results, and thereby provide the widest possible assessment of the market for this role.

2.1. Market data

The tables in the following sections provide the aggregate market salary for a full-time Head of Sport and Exercise.

2.1.1. University panel data

The data in this section is based on analysis of recruitment salaries for a similar role(s), from a collection of other ECC members. It is a guide to starting pay for these roles, and in some cases also provides a guide to the maximum that might be achieved. Note there is some variation in the seniority level at which this role is employed.

Head of Sport and Exercise

Job role	Minimum £pa	Maximum £pa
Sports Centre Manager	£35,845	£40,322
Head of Sport	£41,526	£51,034
Head of Sport	£44,045	£51,034
Head of Sport	£45,361	£51,034
Director (inc. Sports Facilities)	£51,034	£59,135
Head of Sport	£52,000	£59,000
Head of Sport and Physical Activity	£52,560	£64,604
Director of Sport	£62,727	£68,529

Source: Panel of ECC members

2.1.2. IDR data

The following tables contain data from IDR Pay Benchmarker, our online database of salary information. This data has been collected by IDR directly from employers through surveys and bespoke data collection for the IDR Pay Benchmarker service.

Function head, whole economy

Job level	Company count	Lower quartile	Median	Upper quartile	Average
Level 8	51	£56,056	£63,482	£74,878	£68,696
Level 9	128	£64,318	£75,000	£97,198	£85,025

Source: IDR Pay Benchmarker.

The table below gives an idea of the jobs at level 8 and 9.

IDR job level		Example job titles
8	Work requires deeper professional experience and qualifications in a specific discipline to be able to carry out a range of specialist technical or scientific activities, which may include the management of a team or services. May also include specialist management roles responsible for delivery of a major service.	Finance controller, Architect, Employment lawyer, Quantity surveyor, Editor, Principal engineer, GP, Senior lecturer, Deputy head teacher
9	Senior managerial roles involved in managing an important activity or providing authoritative expertise, also contributing to the organisation as a whole through significant experience.	Business manager, Head of Service, Global IT service desk manager, Hospital Consultant, Head Teacher

3. Job advertisements

The following pages present the job descriptions from the ECC panel of positions.

Job Title:	Sports Centre Manager
Grade:	8
Vacancy Reference:	
Faculty / Directorate:	Finance
Service / Department:	Commercial Services - Sport
Location:	Unique Fitness
Reports to:	Associate Director of Procurement
Responsible for:	Sales & Business Development Manager, Systems & Operations Manager

Main Purpose

- To support the ADP and UBU General Manager to create and deliver the University's sport strategy with particular responsibility for student and sport development, and including the sport and leisure programme delivery and the wider sport infrastructure.
- To oversee the day-to-day operational management of the University of XXXXXX sports facilities – Unique Fitness and Sports Park.
- To develop, manage and implement a wide range of sporting activities, events and programmes in order to enhance the student, staff and community experience.
- To develop and enhance business and programme development opportunities within sports services - advise on opportunities for development, investment and alternatives. Support other project work as and when required.
- To maintain a high level of customer care, an exceptional quality of service across all operational areas and evaluate options for financial and service improvement.
- To take responsibility for ensuring the Health, Safety and legal compliance of staff and customers within the centre.
- To raise the profile and usage of the University sports facilities both internally within the University and externally, with a particular focus on enhancing student/staff experience and improving wellbeing in the community.

Main Duties and Responsibilities

1. Overall day to day management of Unique Fitness, including the management responsibility for all staff, to include planning of shift rotas, day-to-day issues, grievance and disciplinary issues, training requirements, performance review and staff training on procedural and operational issues. This will include service developments, reviews and developing options for service changes.
2. In conjunction with the ADoP and UBU General Manager, create and deliver the sports strategy which includes sport, student and infrastructure development and support the ongoing enhancement of the strategic plans and policies for the development of sport and leisure.
3. To take a strategic lead, review and implement revisions to current practices and procedures within the service area to ensure effective, efficient and quality processes are in place in line with customer feedback, improvement in quality and/or financial performance.
4. Development, management and implementation of student, staff and community sport and active sport and recreation with the objective of increasing the number of activities, opportunities and events in order to increase participation, quality and financial performance.
5. To ensure Unique Fitness complies with all relevant legislation, plus governing body requirements.
6. To develop and implement training and development for staff, in response to wider workforce team needs and individual performance development plans.
7. To prepare, agree and implement an annual business/service plan for the operation and development of the sports services containing clear financial and service objectives. To subsequently monitor target objectives and target achievements, and review as necessary.
8. To be responsible for maintaining staffing levels throughout Unique Fitness opening hours in line with relevant legislation prescribed by regulatory bodies.
9. To be responsible for the attraction of, management and co-ordination of major sports events.
10. To coordinate, develop and deliver training to all Unique Fitness staff as required, in accordance with appropriate policies. To ensure that accurate records of training are kept, and to keep own training current and up to the appropriate training of staff.
11. Carry out general reviews, audits and checks across the service areas to ensure standards of service delivery, including customer care, cleaning and maintenance of all facility areas are of a high standard.
12. Carry out general, operational and H&S inspections, deliver training and promote general awareness across the facilities. Formally present any recommendations for policy change

to the appropriate areas. Ensure awareness and compliance in consultation with University colleagues of all legislative and policy requirements.

13. Manage the ongoing development and improvement in the Normal Operating Procedures and Emergency Action Plan incorporating changes in the University, legal and other vocational guidance. To take responsibility based on operational requirements for all aspects of Health and Safety and that policies and procedures are adhered to in relation to all users, equipment, and staff as stated in the health and safety guidance, NOP and quality manual.
14. Manage and deliver a range of sports programmes, courses, activities, leagues and events ensuring sufficient supervision of minors where applicable, providing a safe environment at all times.
15. To ensure Unique Fitness complies with all relevant legislation, plus governing body requirements.
16. To deliver, revise and review an ongoing marketing plan and to actively promote and market the services supported by other parties including External Affairs to ensure the development of a successful and comprehensive cost-efficient programme of activities.
17. To assist in developing and creating partnerships for sport and physical activity between sport providers (commercial, council, voluntary) schools, clubs and the community. To manage and monitor sport and leisure contracts and SLAs with partner providers.
18. Manage staff holidays and absences in accordance with the University attendance standard, including informal/formal action and occupational health/counselling referrals where necessary Change initiatives to maximise commercial efficiencies
19. To deliver and monitor an optimum pricing and membership system that caters for all users and maximises the opportunities, service quality and financial return.
20. To ensure the effective management and effective utilisation of utilities, and to 4 implement a programme of ongoing energy reduction.
21. Ensure effective communication networks established and maintained across the University, in particular close liaison with colleagues in Estates & Facilities ensuring services, co-ordination of work (internal & external contractors) and life-cycle implications are fully considered. Similarly, with the University of XXXXXX Union and other partners, with close liaison in the provision, programming and progression of the sport development continuum.
22. Represent the University at external networks/seminars and disseminate new learning to the staffing team.
23. To maintain an excellent public image to users, clients, staff and students generally, and positively to promote the facilities and its' Services.
24. To provide support to the ADoP in ongoing service delivery, certain project work and improvement as required.

25.To act as a Systems & Operations, Sales & Business Development Manager and as an operational staff member as and when required.

26.To undertake any other duties commensurate with the nature and grading of the post, as directed from time to time by the ADoP or other Senior Manager within the University

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

University of XXXXXX

Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

Equality, Diversity and Inclusion (EDI)

The University of XXXXXX is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

Information Governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

Criminal Record Disclosures and Working with Vulnerable Groups

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

University Policies and Procedures

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

Post Specification

Sports Centre Manager

Commercial Services - Finance

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First degree or equivalent qualification/Management related qualification or commitment to achieve once appointed. • GCSE English and Maths –grades A to C/ or 4-9 • CIMPSA membership level 3 or willingness to achieve within 2 years • IOSH Managing Safely or equivalent H&S qualification 	<ul style="list-style-type: none"> • Current First Aid Certificate • CIMSPA (Chartered Institute of Sport and Physical Activity Pool Operators certificate • CIMSPA Operational Certificate or equivalent based on NVQ Level 2 • RLSS Pool Lifeguard qualification or the current equivalent • Sports or fitness related coaching qualifications
Experience, Skills and Knowledge	<ul style="list-style-type: none"> • At least three years supervisory management experience in a sport/leisure/retail environment • Experience of dealing with a wide range of people including young people and people from a range of different cultures. • Experience of preparing and delivering business plans and proposals. 	<ul style="list-style-type: none"> • Experience of working in a commercial environment and/or facility management • Experience of using sales tools • Experience of using customer relationship management systems • Experience of using booking and sales management system

	Essential	Desirable
	<ul style="list-style-type: none"> • Delivery of planning and delivering marketing initiatives • Experience of budgetary control and management • Experience of customer care issues from extensive personal contact in a leisure or retail setting • Experience of managing and implementing health and safety management systems • Experience of staff management including managing supervisors/junior managers • Experience of events planning or events management • Knowledge of sports development principles and sports provision across the development continuum initiatives to maximise commercial efficiencies 	
Job Specific Requirements (please delete this section if not applicable)	<ul style="list-style-type: none"> • Excellent command of English and ability to communicate effectively (orally and in writing) to people on various levels • Ability to organise themselves and others • Ability to complete administrative tasks effectively and efficiently 	<ul style="list-style-type: none"> • Experience of working shifts, weekends and bank holidays • Experience of using a range of IT systems • Experience of being involved in developing policies and strategies

	Essential	Desirable
	<ul style="list-style-type: none"> • High level of accuracy/attention to detail in all aspects of service delivery • Tact and diplomacy in dealing with effectively with customers and staff • Demonstrable knowledge of IT particularly Microsoft products - Word, Excel, PowerPoint and other CRM/till control systems • High level of accuracy/attention to detail • Effective negotiation skills with working on contracts and agreements with internal/external organisations • Good customer care skills • Demonstrate good practice and knowledge of Health and safety legislation. • Experience of effectively and efficiently managing and prioritising resources in an effective and efficient manner 	
Personal Attributes	<ul style="list-style-type: none"> • Willingness to undergo further training as appropriate • Commitment to developing self and others • Ability to work on own initiative and when required under direct supervision 	<ul style="list-style-type: none"> •

	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to deal with occasional difficult or challenging situations • Enthusiastic and self - motivated, committed to raising the profile of the facility. • Able to act as a role model to build trust through openness, honesty and integrity • Calm, reliable and possess excellent time management skills • Creative approach to tackling problems • Willingness to undergo further training as appropriate • Ability to influence others positively and in order to enhance the service • Ability to balance service delivery, strategic requirements and commercial benefit • To have the ability to anticipate future issues and take the appropriate action • Ability to generate new approaches to meet the student and community focussed service by sharing ideas with team members through using own initiative and being pro-active 	

Estates and Facility Management - Campus Services

Job Description

Job Title: Head of Sport

Grade:

Salary:

Hours: 35

Contract: Professional Services

Location: Staff may be asked to work in any location within the university

Reporting to: Director of Campus Services

Job Summary:

This is an exciting new role to lead a new Sport Department in line with the recently developed Sports Strategy for XXXXXX.

The role will involve leading a team to deliver and plan an outstanding Sports Service for students, staff and the community.

This is an exciting time to be joining XXXXXX. The new role will include the management of the sports facilities, developing exciting physical activity programmes as well as working in partnership with colleagues to deliver an exciting competitive and high performance programme for students.

Key to the role will be developing a new culture and environment to increase participation amongst students and staff. The new Sports Strategy will also link with the University's Health and Well-Being strategy to deliver a 'One University' approach to the delivery of sport and physical activity. The key aim is to develop and lead projects to increase participation and deliver a high quality level of sport, fitness and physical activity opportunities for students and staff. This will include developing targets or the delivery of operational plans, creating a culture of customer excellence and ensuring compliance with relevant regulations and legislation.

Duties:

1. Lead on the implementation of the University's Sport Strategic Plan ensuring the services overall aims and objectives are achieved. This will include setting, monitoring and delivering on specific performance measures.
2. Lead the University's non-academic sport resources and facilities to include staff selection, appraisal and performance management. Lead on the continuous development of high quality sport facilities. Develop and implement plans for sport and physical activities within the University, focusing on increasing the number and improving the experience of students and staff participating in sport and physical activity.
3. Lead on the delivery of innovative development programmes that provide sporting opportunities and pathways for all levels of ability, from casual participants through to high performance athletes. Enhance the quality of the student experience through the creation and development of opportunities for all students who wish to participate in sport and physical activity.
4. To lead the newly created Sport Department and establish a structure for the Department which promotes an excellent culture for the development of sport and physical activity at XXXXXX.
5. Develop and implement a three-year rolling plan for University Sport covering facility development, intra mural sport participation, health and fitness programmes, income generating opportunities and the use of the Sport Centre for non-sports events.
6. Develop and maintain an excellent and effective relationship between the Sport Department and the Students' Union in the delivery of British Universities and Colleges Sport (BUCS) programme. Work with the Students Union in delivery of a complementary sporting experience that meets the University's strategic ambitions to increase the number of teams and success in the BUCS programme. With the Students Union, develop a positive culture within Student Sports Clubs that embraces the values of the University.
7. To work with the University's community to foster further support and engagement for student-focused sport initiatives ensuring appropriate integration and support for high performance sport activities.
8. To confidently represent the University on appropriate sports related matters and events both at a local and national level.
9. To liaise and partner with a range of external organisations to ensure optimum integration of the XXXXXX sports facilities with those external organisations, particularly sports clubs, other educational organisations and national sports bodies
10. To ensure appropriate risk management and health & safety procedures and policies are in place, and adhere to ethical guidelines, national governing bodies' standards and other statutory requirements.
11. Develop and implement a sustainable business plan for the division including the identification and generation of income in support of the aims of the University and the division, including leveraging external income from University sports facilities, particularly during vacations.

12. To be responsible for resource and budget planning and monitoring of operational and wider strategic activities, to facilitate annual and longer term planning , e.g. preparation of budget proposals and development of business cases for initiatives.
13. Present papers and report to relevant boards and committees to support operational and strategic decision-making, e.g. University Sports Board.
14. To ensure all areas under control of this post are legally compliant in respect of health and safety, licencing law and COSHH.
15. Work with the colleagues to ensure that the Sports Services provision is actively marketed at all relevant events and shows and to have an input in the production of all relevant marketing material.
16. Lead on the delivery of significant projects for the service area as agreed with the Director of Campus Services.

- Commitment to XXXXX values and regulations, including equal opportunities policy, the AUA (Association of University Administrators) Statement of Values and AUA CPD Framework.
- XXXXXXXXXX recognises and is aware of its Social, Economic and Environmental responsibilities, the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of XXXXXX Environment and Sustainability Policy.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Strategic Management Team, are contained in Section 2 of the University's Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy.

Person Specification

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors

Minimum Requirements	Evidence
1. Relevant degree in a sports related subject	A
2. A high level of experience and knowledge of the industry of Sport in Higher Education. Relevant experience in the management of University sport.	
3. Minimum 5 years' experience at a management level within sport to include operational management of facilities.	A/I
4. Experience of working in sport and physical activity at a strategic level.	
5. Knowledge of a wide range of University sport and physical activity strategies from participation, competitive and high performance programmes.	A/I/P
6. Effective management of financial and human resources	A/I/P
7. Experience of developing sports infrastructure to increase and improve the performance of University sport in national competitions	A/I/P
8. Ability to prepare and present complex reports, and other management information. Project management skills.	A/I/P
9. Managerial experience and the vision and drive to lead and motivate a team.	A
10. Excellent communication skills, interpersonal skills and experience of driving change.	A/I/P
11. Experience of developing effective internal and external networks	A/I
12. Ability to work evenings/weekends as required.	A
13. Detailed knowledge of sport computerised booking systems to enhance the user experience.	
14. Knowledge of and interest in current issues in higher education with particular reference to student experience.	

Desirable Factors

Minimum Requirements	Evidence
1. Higher Degree	A
2. Knowledge of the role and operations of Student Unions	A/I
3. Relevant management qualification	A/I
4. Membership and active engagement at a national level with governing bodies of sport and sports professional bodies	A/I

A=Application Form I=Interview P=Presentation R=Reference

JOB DESCRIPTION

JOB TITLE	Head of Sport (Partnerships), Principal Lecturer				
ROLE PROFILE	Teaching and Research (Management)				
FACULTY/DEPARTMENT	Faculty of Education Health and Wellbeing				
LOCATION					
JOB NUMBER		GRADE	UW11	DATE	October 2018
REPORTS TO	Director of Institute of Human Sciences				
DIRECT REPORTS	As determined by the Director				

CONTEXT

The Head of Sport (Partnerships) is part of the senior management team of the Institute of Human Sciences in the Faculty of Education Health and Wellbeing.

KEY CONTACTS

Internal:

Members of the University's executive, Dean of Faculty, Head of School/Institute, Heads of Department/Subject Leaders, central services, academic, technical and administrative staff at Faculty, campus and institutional levels, and students.

External:

Wide range of clients, including potential students, employers, key Institute partners, funding bodies, professional bodies, and other groups as required by the Dean of Faculty.

BUDGETARY RESPONSIBILITY

As appropriate, as determined by the Dean

JOB PURPOSE

General duties:

The purpose of the Head of Department is to provide strategic academic leadership and operational management to the Department within the Faculty. The Head of Department will provide line management for staff in the department, including but not limited to workload allocation, appraisal, performance management, in order to deliver the strategic priorities for the department and faculty

The Head of Department will contribute to the development and management of the wider mission of the University, Faculty and Institute. The Head of Department will contribute to the provision of excellent academic practice within the Faculty by making a balanced contribution across all areas of academic activity. The Head of Department will deputise for the Director of Institute, as appropriate.

Specific to this post:

The Head of Sport (Partnerships) will have a proven track record as a highly effective and innovative team leader and resource manager. The individual will be able to demonstrate experience in and an ongoing commitment to educational excellence, research and development and successful income generation. Effective interpersonal and people management skills are essential together with a commitment to equality and diversity.

--

MAIN DUTIES AND RESPONSIBILITIES

The responsibilities of a Principal Lecturer are wide ranging and may change over time according to the development needs of the Faculty and the individual.

The Head of Sport (Partnerships) will oversee the development of the Department, particularly in regard to its external collaborations with relevant industries and partners. With a particular focus on the development and growth of our Postgraduate curriculum offer (PGT & PGR), the post-holder will provide management expertise and oversight to ensure the Department provides a professional education landscape to meet the needs of a CPD market in Sport. The Head of Sport (Partnerships) will lead Departmental stakeholder management activities. The post-holder will be responsible for the achievement of income generation activity in the Department, and will develop strategies to ensure our curricular and research expertise are commercialised.

In addition to the above, a Principal Lecturer on our “research and professional practice” role profile can expect to undertake the following:

Teaching and Learning Support

1	Engage in teaching on undergraduate and/or postgraduate level programmes as determined by Director of Institute and carry out the associated examining and administrative processes. The range of teaching duties may change from time to time.
2	Lead on the design and development of new or existing programmes and ensure that they are enhanced by current research or professional practice and interaction /collaboration with other internal departments, external institutions or external bodies.
3	Lead a subject area or range of programmes and resolve problems affecting the quality of course delivery and student progress within own areas of responsibility. At this level this may include leading complex programmes, involving large cohort sizes.
4	Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.
5	Contribute to the wider student experience through personal tutoring, excellent classroom teaching and providing support in and outside the classroom
6	Supervise student projects and placements as appropriate.

Research and Professional Practice

1	Make a contribution to the research profile of the Faculty and pursue a personal research programme consistent with the Faculty's research priorities.
2	Collaborate in research activities and initiatives with colleagues in and beyond the University, if appropriate.
3	Have sufficient outputs to be returned in the REF at agreed minimum standards (inclusive of complex circumstances).
4	Engage in scholarly activity as required to support teaching activities.
5	Develop and maintain an external professional profile, including membership of appropriate professional bodies, refereeing and other scholarly activities.
6	Ensure personal research informs and contributes to teaching.
7	Supervise research degree students, as appropriate.
8	Supervise and manage research projects if required.

Enterprise

1	Maintain contacts and collaborate with: the wider academic community; relevant professional bodies; industry; and other external stakeholder groups to disseminate knowledge and enhance the reputation of the Faculty.
2	Identify opportunities for income generation and/or entrepreneurialism from research, consultancy and/or professional practice.
3	Individually, or with colleagues, bid for external income (including research grants) and manage and/or deliver projects that are secured.
Leadership	
1	Work as a member of the Institute management team to contribute to the development and management of the Institute by taking on appropriate coordinating roles.
2	Contribute to the overall management of the Institute and Department in areas such as resource management, business and programme planning.
3	Be responsible for setting standards and monitoring progress against agreed criteria for own area of responsibility.
4	Provide academic leadership and line management to staff working within the department to ensure the department delivers the strategic priorities for the faculty and university in respect of teaching and learning, research, scholarship and enterprise.
5	Supervise and line-manage of staff on a day to day basis.
6	Lead teams within area of responsibility and ensure that teams within the department work together are coordinated.
7	Resolve issues and conflicts within and between teams to ensure they work effectively.
8	Act as mentor or appraiser to designated colleagues, advising on personal development and ensuring that they are meeting the standards required.
9	Be responsible for quality, audit and other external assessments in own areas of responsibility.
10	Be involved in departmental level strategic planning and contribute to wider strategic planning processes in the University.
Other	
1	Take part in relevant internal boards, committees and working groups at departmental or faculty level, as required.
2	Liaise with corporate services, (e.g. library, central timetabling and other services) to ensure resources available are appropriately deployed.
3	Work as a member of a team, collaborating on curriculum development and contributing to departmental meetings.
4	Co-ordinate the work of others through taking responsibility for module and course leadership.
5	Carry out specific departmental roles and functions as may reasonably be required - these being equitably distributed across the academic staff.
6	Assist in student recruitment activities, including interviews, open days and external recruitment events.
7	Undertake continuous professional development, including training, peer review of teaching, classroom observation, receiving/giving mentoring and other activities to enhance own skills.
8	Participate in the staff appraisal scheme (Specific objectives will be agreed through the University appraisal process).
9	Engage in appropriate training programmes in the University and ensure all mandatory training is up to date.
10	Actively follow and promote University policies.
11	Represent the Faculty on appropriate external bodies.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post at the request of the Dean, Associate Deans, Head of Institute and Head of Department.

PERSON SPECIFICATION

JOB TITLE	Principal Lecturer - Management (T&R)	JOB NUMBER	
------------------	---------------------------------------	-------------------	--

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P)
Qualifications:		
First degree or equivalent in a relevant discipline	E	A
Masters degree or equivalent in a relevant discipline	E	A
PhD or equivalent qualification in a relevant discipline	E	A
A Higher Education teaching qualification (or willingness to work towards)	E	A
Membership of relevant learned society	D	A
Experience:		
Fellowship of the HEA (or willingness to work towards)	E	A
Teaching experience, preferably in Higher Education or equivalent	E	A
Development and innovation of teaching and learning methods	E	A I P
Curriculum development	D	I
Interdisciplinary working	D	A I
Research experience in an area relevant to the Faculty's research themes	E	A I P
Research supervision	E	A
Proven record of outputs that would be returnable in the REF	E	A
Preparation and delivery of external income generation bids	D	A
Preparation and delivery of research funding proposals	D	A
Line management experience	D	A I
Skills and Knowledge:		
Excellent people management skills	E	A I P
Depth and breadth of subject understanding	E	A I P
Evidence of continuing professional development	E	A
Knowledge of Higher Education	E	I P
Ability to teach and assess across the range of taught levels offered	E	A P
Ability to support students and contribute to the wider student experience	E	A I P

Understanding of inclusive pedagogic practices	E	A P
Ability to supervise research students	E	A
Ability to work on own initiative	E	A I
Excellent written and verbal communication skills	E	A I P
Excellent organizational and time management skills	E	A I
Competencies and Personal Attributes:		
Commitment to fairness, inclusivity and the promotion of equality and diversity	E	AP
Proven ability to deliver best outcomes	E	A I P
Excellent team working and interpersonal skills	E	A I
Commitment to flexibility and adaptability	E	A I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author		HRBP	
---------------	--	-------------	--

Job Description

The *Head of Sport* main responsibilities will include:

- The management and development of all University owned sports facilities
- The management of the University budget allocated for Sport.
- The management of all staff employed by the University for the delivery of a quality sport service within the Institution and for their continuing professional development
- To provide strategic and operational leadership of the Centre
- To actively promote the strategic development of sport in the University and ensure the strategy is linked to local, regional and national sports development strategies
- To work with the Student's Union on the implementation of a strategy for sport development, through the Joint Committee for Sport
- The management of Health and Safety within the Centre and be accountable to the Head of Service in the discharge of that duty
- To continue and develop partnerships with Faculties and other Services within the University, and with appropriate external agencies
- To develop a programme of health related activities to ensure a positive impact on the health and well being of the students and staff
- To represent the University as necessary in local, regional and national activities and networks
- To undertake other projects or duties as required and as appropriate to the post

Person Specification

Experience

Essential:

- An understanding of the structure of sport, and sports funding at regional and national level.
- Experience of managing a large staff team, including part-time and casual staff.
- At least two years experience as Assistant or Deputy of a sports facility.
- A clear understanding of Sport in the HE sector.
- Evidence of budgetary and financial management and cost control.

Desirable:

- Experience of high level competitive sport as an athlete or coach.
- Experience of running a sports facility within an educational environment.

Skills/Knowledge

Essential:

- Ability to manage sports facilities and resources.
- An understanding of student sporting needs in HE.
- Ability to deliver an innovative and creative service, responding to the sport and health agendas.
- A clear understanding of current trends relating to sport, sport development and activity, in relation to the national health agenda.
- First class communication and facilitation skills.
- A highly flexible approach with good “hands on” instincts.
- Capacity for strategic thinking and long term planning.
- Excellent IT skills with a good working knowledge of Microsoft Office and other related software packages.
- An understanding of change management and leadership in an ever evolving environment.

Desirable:

- An understanding of the academic environment
- An understanding of the use of technology in sport

Disposition/Personal Attributes

Essential:

- A collaborative and inclusive personal style of management.
- Diplomatic with the ability to work in a politically sensitive environment.
- Ability to build and maintain partnerships and relationships at all levels, both internally and externally
- Must be flexible and able to adapt to changing priorities and tight timescales
- Ability to acknowledge and manage conflict in a positive way.
- Must possess an enthusiastic, energetic and positive attitude to work related challenges
- Hold a passion for sport and physical activity.

Desirable:

- A wide interest in competitive sport.

Qualifications

Essential:

- 1st Degree in Sports Science or related discipline.

Desirable:

- 2nd higher qualification in a Sports Science or management related discipline
- Relevant professional qualifications

Other Factors

JOB DESCRIPTION

Faculty/ Central Service	Centre for Sport
School/Section/Project	
Job Title	Head of Centre for Sport
Post number	0919

Job purpose

To manage all University owned Sports Facilities.
To develop sport at XXXX within local, regional and national frameworks.
To implement the University's strategic plan for sport.

Source and nature of management provided

As a Head of Sport you will be part of the Vice Chancellor's management team and will be expected to exercise initiative and be accountable within an agreed framework. For line management, you will report to the Head of House Services.

Staff management responsibility

You will be responsible for the management of all staff employed within the Centre. (see attached staff structure)

Special conditions

To work in a non-smoking environment.

Main duties and responsibilities

- (a) To be responsible for the management and development of all University owned sports facilities:
- Ensure a costed and planned maintenance programme to industry standards.
 - Manage Health and Safety in relation to those facilities
 - Ensure maximum usage

Targets: Maximum usage and enhancement of the University image

(b) To be responsible for the management of the University budget allocated for Sport. Targets include working towards a break even financial position through income generating activities such as :

- Development of current facility memberships
- Facility charges
- A programme of activity classes
- Healthy lifestyle services
- Residential programmes in liason with the University Residences and Conference Office.

Target: Break even

(c) To be responsible for the management of all staff employed by the University for the delivery of a quality sport service within the Institution.

**Targets: Achieve a recognised Quality Service benchmark (eg Investors in People, TAES, QUEST, etc
To develop a strong staff team.**

(d) To actively promote the strategic development of sport in the University and ensure the strategy is linked to local, regional and national sports development strategies, including;

Internally:

- Senior Management Team, Faculties and Services
- XXXXXX College

Externally:

- University of XXXXX and Local FE Colleges
XXXXX city and XXXXXX Councils strategies
- Sport England and the XXXXXX Sports Board Plan for Sport
- UCS and BUSA Regional and National strategies

(e) To work with the Student's Union on the implementation of a strategy for sports development, through the Joint Committee for Sport, including;

- increased sports participation
- improved performance in BUSA clubs
- enlarged intra-mural programme
- increased general student health related activity
- coach development programmes

Target: Close co-operation with the Student Union's Sports Council and external partners

(f) To take responsibility for the management of Health and Safety within the Centre and be accountable to the Vice-Chancellor in the discharge of that duty.

Target: Ensure a safe environment for all those taking part in work and activity.

(g) To continue the developed partnerships with Faculties and other Services within the University, and with appropriate external agencies, including;

Internally

- Faculty of Applied Sciences
- Faculty of Health and Social Care

- Faculty of Education
- Conference Office

Externally

- Local authorities
- Sport England
- XXXXXEngland Sports Partnership
- Local and Regional HE and FE

(h) Commitment to continuing staff professional development.

Targets: Encouraging and facilitating continuing professional development of all sports staff, for the benefit of the organisation and the individual.

(i) To develop a programme of sport development and health related activities to ensure a positive impact on the health and well being of the students and staff.

Targets: Develop the programme of sports coaching and sports officials awards.

Develop and expand the Health Awareness Programmes

(j) To carry out such other duties as are required and as are commensurate with the grade of the post.

(Note: It is not expected that postholders will necessarily undertake all of the duties contained in this generic job description.)

Signed acceptance

Name Date

- Embed the new operating model for Sport XXXXXX, ensuring that all activities enhance and contribute to an outstanding student experience which underpins the wider University offer.
- Engage with the Estates and Facilities Management Executive and lead the strategic direction of the department, engaging other members of the leadership team and demonstrating contribution to the broader aims of the University.
- In collaboration with XXXXXX in Sport XXXXXX, and other University departments, lead on developing a new marketing strategy, focusing on opportunities which have a positive financial and strategic contribution to Sport Sheffield and the wider University offer.
- Ensure that partnerships with internal and external stakeholders are developed to identify key barriers to student participation, and ensure that strategies to overcome them are developed.
- Ensure the development of the role of sport in students' personal development, enhancing their employability and improving wellbeing
- Deliver long term financial sustainability for Sport XXXXXX by ensuring strong, sound financial management and accountability, setting overall standards and monitoring performance.
- Work with the Director of EFM to develop commercial and capital investment plans for facilities, to place Sport Sheffield at the forefront of sporting excellence.

ENGAGEMENT AND RELATIONSHIP MANAGEMENT

- In collaboration with internal stakeholders (especially students themselves, the Student Union, the Sport XXXXXX Board and the Partnership Group), ensure the promotion of a supportive environment for students to engage with sport and activity at whatever level, to enable them to fulfill their potential and aspirations.
- Ensure collaboration with organisations and individuals throughout the city to raise the profile of Sport XXXXXX and improve the student offer. This will include liaison with XXXXXX City Council, National Governing Bodies, XXXXXX International Venues and professional sports teams and coaches within the city.
- Specifically lead the relationship with the City and UK for student sporting excellence with XXXXXX City Council, National Governing Bodies, XXXXXX International Venues and professional sports teams and coaches within the city.
- Develop and enhance the Elite Sports Performance Scheme for elite activities in the University.

LEADERSHIP & MANAGEMENT

- XXXXXX the Sport XXXXXX team providing a role model for the University's 'Sheffield Professional' and Sport XXXXXX Management behaviours (see below). Lead on embedding these behaviours throughout the department taking responsibility for nurturing a collaborative and inclusive working environment for staff at all levels.
- Provide strong focused leadership to staff within Sport XXXXXX, and develop a senior management team which will both individually and collectively sustain Sport XXXXXX in the long term.
- In conjunction with Sport XXXXXX senior managers, ensure that the whole service is effectively led, deployed, developed and motivated. Encourage decision making and personal responsibility, cross team working, two way communications, high quality customer service and

a comprehensive approach to health and safety. Ensure effective people management practices to achieve this.

- XXXXXX that new programmes and services are developed in line with the Sport Sheffield Strategy enabling the retention of users and achievement of business and income targets.

OVERSEEING OPEATIONAL DELIVERY

- Oversee the development, implementation, management and monitoring of the Sport XXXXXXmarketing strategy in areas of service responsibility, including encouraging ownership of marketing opportunities by all team members.
- Ensure that operational services and their delivery are regularly reviewed for continuous improvement and service development
- Take responsibility for the financial performance of Sport XXXXXX in line with objectives and priorities set out within the EFM business strategy, ensuring that the University's financial regulations are adhered to at all times.
- Promote high standards of health and safety and adherence to ethical guidelines, national governing bodies' standards and statutory requirements.
- Any other duties, commensurate with the grade of the post.

Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

	Criteria	Essential	Desirable
Qualifications and experience			
1.	Significant leadership and senior experience within a complex, democratic and representation environment.	X	
2.	Proven experience of successful sports strategy, partnership development and management.	X	
3.	Experience of leading and embedding change, and responding strategically.	X	
4.	Proven experience of commercialisation and innovation in a sports environment, with the ability to manage budgets effectively and generate income.	X	
5.	An in depth understanding of the issues surrounding sport in the Higher Education sector.	X	

6.	Membership of a professional leisure industry body (eg Institute of Sport and Recreation Management or Institute for Sports, Parks and Leisure).		X
7.	Experience of successfully leading sport participation initiatives appropriate to customer needs.	X	
8.	Experience of using data/intelligence to inform strategy, policy and service delivery.	X	
9.	Knowledge and understanding of appropriate legislation and National Sports Policy, and NGB programmes, policies and practices.	X	
Leadership & Management skills			
10.	Demonstrable success in engaging with customers in the delivery of an outstanding experience (students/general public).	X	
11.	XXXXXX and willingness to embody and deliver the Sport XXXXXX manager behaviours framework (see below).	X	
12.	Ability to lead and manage staff effectively, creating an environment where staff are motivated to perform and supported to achieve department and organisational goals.	X	
13.	Ability to manage service and individual performance effectively in order to achieve key department/organisational objectives.	X	
14.	Knowledge and experience of reviewing individual and team progress and embedding organisational strategy into individual and team planning and performance.	X	
15.	Ability to lead on complex, long-term strategic planning and initiatives with University-wide impact.	X	
Engagement and Relationship Management			
16.	Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations and communicating with staff at all levels.	X	
17.	A collaborative approach to working with internal and external XXXXXX to develop and promote Sport Sheffield.	X	
18.	Demonstrable success in building and sustaining strong, co-operative and collaborative relationships at senior level and with individual stakeholders.	X	
Student Experience/Customer Service			
19.	Ability to define and deliver a first class service together with a genuine commitment to continuous service improvement.	X	
20.	A commitment, and ability, to provide a high quality service which meets the expectations of students, customers and stakeholders.	X	

21.	Ability to set, manage and continuously review customer service standards and enable improvements where necessary.	X	
Team working			
22.	Experience of successfully building and developing diverse teams and aligning the day-to-day work and goals to the strategic vision.	X	
Problem solving and decision making			
23.	Ability to analyse and solve problems with an appreciation of longer-term implications	X	
24.	Ability to develop creative approaches to problem solving	X	
25.	Forward looking, with a commitment to continuous improvement, enabling process reviews and systems development.	X	
Personal effectiveness			
26.	Self-motivated, self-aware and enthusiastic with the ability to use own initiative and be forward thinking and innovative.	X	
27.	Excellent time management skills and ability to work well under pressure and to appropriate deadlines.	X	
28.	Experience of developing and influencing networks of contacts in the sports arena.	X	

XXXXXXXXXXXXXXXXXXXXX manager behaviours framework

People	Passion	Knowledge	Vision
<ul style="list-style-type: none"> Understanding staff – what makes people tick? Honest, fair and trustworthy Trusts others Clear communicator and good listener Transparent and willing to learn from mistakes Collaborative and consultative Empathy and balance 	<ul style="list-style-type: none"> 'Feel it, live it, love it' Genuine passion for the organisation Ambitious for Sport XXXXXX and the people Forward looking and innovative Proactive Celebrates success and achievement Creates a fun environment where people enjoy working Builds a team which cares about the organisation 	<ul style="list-style-type: none"> Understanding of sports landscape Build an understanding of the team and its strengths Keen to grow and develop and supports others to do so Understand the University & Union context Builds plans based on knowledge of external and internal pressures 	<ul style="list-style-type: none"> Inspires others to aspire Clarity about the future and can communicate it Visible and approachable Focused on the mission and the strategy Takes responsibility Open minded Role models values and behaviours

Job Family: Community, Participation and Engagement Services

Job Reference Number:	
Job Title:	Head of Sport and Physical Activity
Department:	
Responsible to:	Director of Function XXXXXX
Responsible for:	Sport and Physical Activity
Grade:	Grade 9
Salary range:	
Contract type:	
Working arrangements:	
Closing date:	
Interview date: (if known)	

Role

The post holder shall be responsible for working directly alongside the Director to oversee the on-going development of market leading programmes across Performance, Participation & Physical Activity and Community Partnership. Developing a Management Team reflective of the University's ambitions for Sport, the post holder shall be responsible for delivery across these areas alongside providing leadership for facility management.

Whilst there is a focus on managing teams, staff members and programmes internal to the Department, the post holder will also be expected to be externally facing, building

partnerships locally, regionally and nationally for the benefit of XXXXXX University Sport, the Wider Student Experience and broader University Strategic objectives.

Core responsibilities:

- Provide professional and expert leadership at a significant operational level and contribute to strategic planning to meet organisational objectives in relation to Sport and Physical Activity.
- Provide feedback on team and individual performance and identify development needs, conducting regular staff ADR and performance reviews.
- Recruit, induct, train and develop new team members.
- Help to shape the skills and expertise of team members and design work structures to meet operational and strategic goals in relation to Sport and Physical Activity.
- Handle the vast majority of welfare issues within a team, referring more complex welfare issues to appropriate support services/senior management.
- Provide expert guidance, advice and problem-solving skills to internal and external stakeholders.
- Identify and develop innovative approaches to the growth and development of Sport and Physical Activity and make recommendations for how these can be implemented.
- Significant input into the planning and development of future skills and expertise to underpin and deliver the Strategy for Sport and Physical Activity.
- Responsible for the management and leadership of key staff across service areas, including coaches and the Management Team for Sport, setting operational and strategic objectives for discrete areas.
- Implement change management projects across service areas in collaboration with peers and specialists to ensure a smooth and effective transition.
- Lead the creation, review, design, implementation and monitoring of policy and service level standards across Sport and Physical Activity.
- Contribute to wider quality and regulatory audit process for stakeholder systems and services across Sport and Physical Activity.
- Influence and contribute to operational and strategic scoping and resource planning across a range of activities.
- Set operational objectives for the scoping initiation, planning and implementation of significant projects in service areas across Sport and Physical Activity.
- Devolve key responsibilities to experienced team members to ensure succession and encourage skills development.
- Provide leadership and influence the governance of service activities, processes and transactions to meet regulatory and professional service and policy standards.
- Alongside the Department Director, build and lead an influential network of contacts both internally and externally to influence the development of service provision for Sport and Physical Activity.
- Provide leadership within project teams to shape and determine specifications and key deliverables, problem solve and guide implementation.
- Lead internal and external business meetings, working groups and committees at operational and strategic service level to influence governance, organisational policy and standards for Sport and Physical Activity.
- Budget responsibility, in conjunction with the Finance Manager and Director, for allocating and managing expenditure of consumable and capital items.

Role responsibilities:

- A member of the XXXXXXXXXXXX Management Team.
- Leadership of the management of facilities associated with Sport and Physical Activity and leadership of the implementation of agreed processes and policies in relation to the safe and appropriate use of the facilities.
- An active member within the British University Sport network, representing XXXXXX at both a regional and national level where appropriate.
- Conduct horizon scanning and research with external stakeholders and sector agencies, donors and employers to provide briefings and reports.
- Identify and develop opportunities in keeping with strategic objectives for the University with a specific focus on supporting the development of the University's proactive student and staff wellbeing agenda.
- Deputise where necessary for strategic managers and take responsibility for delivering projects, feasibility analysis, development and planning.
- Implementation of new initiatives, activities and community engagement..
- Create opportunities to promote the XXXXXX reputation by hosting events, competitions and activities that assist in raising the profile of the University and specifically University Sport.
- Contribute to the development and sustainability of partnership working internally and externally
- Design and deliver activities and participate with others to generate external income specifically through facility hire, corporate sponsorship and external grants.
- Ensure appropriate aspects of the wider student experience are delivered within Sport and Physical activity including student leadership development and integration with the XXXXXX Award.
- Any other reasonable duties.

Person specification - skills, knowledge, qualifications and experience required			
Criteria	E	D	Evidence of meeting the criteria (candidate to complete)
Excellent oral and written communication skills and the ability to develop effective working relationships, both internally and externally.	E		
Proven IT skills, including use of Microsoft Office.	E		
Educated to degree level (or equivalent experience).	E		
Professional practitioner with expert knowledge and expertise used to influence events and activities within the organisation.	E		
Track record of cross-functional management and development experience and/or an enhanced management qualification applied across a large service team or teams.	E		
Extensive knowledge and experience of ensuring compliance with regulatory and organisational policy and guidelines.	E		
Demonstrable ability to provide specialist advice and influence others at operational and strategic levels.	E		
Continuing professional development required to maintain professional recognition.	E		
Experience of providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues.	E		

Ability to contribute to planning at operational and strategic levels.	E		
Experience of being able to network effectively and develop strong and productive working relationships, to influence perceptions of the University.	E		
An understanding as to how sport and physical activity can contribute to proactive wellbeing	E		
Knowledge of the British University Sport system		D	
Knowledge of the UK sporting landscape		D	
Knowledge of student recruitment strategies		D	
Facility management experience		D	

Job Description

Date last reviewed: January 2018

Directorate: Estates and Facilities Management

Title of post: Director of Sport

Grade of post: SS1

Post number: 12774

FT or % P/T: Full Time

Principal location of work: Primarily based at Campus - role will encompass working on and responsibility for all university sites.

Immediate line manager: Director of EFM

Staff directly managed: 8 x Managerial and Operational Staff

Overall accountability for: All staff within the Sports Division including two other Facilities

Qualifications required for post: Degree or HND in sport related subject plus proof of additional external training and **significant relevant experience**.

Experience required for post: Significant senior management experience in managing a multi-site Sport facility **within a complex organisation** preferably within Higher Education. Have experience in elite or representative sport management.

Overall purpose of post: To manage staff and systems to deliver sport services across the university by providing direction and strategic leadership to promote and develop sport at XXXXX University

Main duties:

1. To contribute to the strategic and operational planning, development and management of the Directorate of Estates and Facilities Management as a member of the Directorate Management Team.
2. To develop strategic plans for Sport which support key university objectives, including:
 - **Ensure all of the university's sports facilities are managed and operated in a commercially effective manner within agreed financial performance targets.**
 - Ensure adequate funding for sport at XXXXXX University, Identifying and preparing external bids and grant applications to support sport.
 - Facilitate a customer driven service and evaluate levels of service provision and quality

- Maximise the use of existing facilities to create revenue to fund a full student sports programme and enhance the student experience.
 - Initiate and develop new opportunities and facilities for sports and leisure participation at XXXXXXXX
 - Encourage and promote the use of XXXXXXXX by students, staff and the local community, ensuring it contributes effectively to the university's own priorities.
 - Develop the university's Sports of Excellence programme and coaching
 - Manage the promotion and marketing of XXXXXXXX sport.
 - Promote the personal development of students through encouragement into volunteering and coaching.
3. To effectively manage a budget **in excess of £3m** including the development of accurate systems of monitoring expenditure and appropriate levels of insurance and indemnity.
 4. To manage a diverse group of staff across the Sports Division including:
 - Establish appropriate management and team structures
 - Undertake personal development and review and development activity
 - Monitor and evaluate service delivery in line with Directorate plans
 - Ensure appropriate checks are carried out on those working within the Sports Centre in accordance with university policy.
 - **Encourage both healthy lifestyles and a positive work life balance for all staff.**
 5. Liaise with Schools within the university, such as Life Sciences, Health Care and Education to promote a cohesive approach to sport at XXXXX.
 6. **Ensure that all Sport Services meet the legal requirements of the Health and Safety at Work Act and other relevant statutory and regulatory provisions.** Also ensure 'reasonable care' is taken by sports participants, particularly in high-risk activities, and ensuring the appropriate risk assessment activity has taken place. **Take responsibility for all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).**
 7. Liaise with external auditors/consultants as required.
 8. Maintain and develop professional links with national representatives to aid with recruitment, coaching and hosting opportunities.
 9. **Ensure Open Days and strategic recruitment efforts are undertaken to enhance efficiencies within this area for the wider university.**
 10. Represent XXXXXXXX, in an executive capacity, locally and nationally on appropriate committees such as University & College Sport, British Universities and Colleges Sport, and Local Sport and Physical Activity
 11. Chair Committees and contribute to working groups as required and **appropriate to area of responsibility.**

12. Research, write and present formal reports for University committees and Directorate, as required.
13. Ensure effectiveness of operational Sport provision, including undertaking internal quality audits external benchmark and industry comparator reviews.
14. Implement appropriate risk management techniques ensuring operational planning is in place to underpin continuity and consistency in the delivery of Sport services.
15. Develop and maintain appropriate documents, reports and processes to support development and planning initiatives. To provide high quality and accurate management information as required.
16. Manage Sport related contracts for on-site catering provision, teamwear sports kits and all service level agreements for both internal and external suppliers; ensuring relevant support and flexibility is given and Key Performance Targets are met to optimise value for money.
17. Ensure the success of the alumni association through groups such as Taurus with a view to future funding for sport.
18. Mentor elite athletes in the Sports Scholarship programme and the Talented Athlete Scholarship Scheme.
19. Act as licensee to the Sports bar operation which will require court appearances for late licenses.
20. Any other duties commensurate with the level of this post and as directed by the Director of Estates and Facilities Management.