

Head of Strategy and Business Optimisation

Job Ref: REQ251079

School/Department summary:

Loughborough Sport is the overarching sport and physical-activity department of Loughborough University. It covers a wide spectrum: elite performance sport, recreational sport, coaching and volunteering, facilities, student clubs, and inclusive programmes.

Job Description

Job Family and Grade:

Job Purpose

Lead the design, development and execution of Loughborough Sport Strategy, ensuring evidence-based decision making and joined up delivery across internal services and external partners. Translate strategic priorities into actionable plans with measurable outcomes, driving excellence in strategy management and business optimisation.

Job Duties

- Lead the design, development and delivery of Loughborough Sport's strategy in alignment with University objectives
- Work with the Director of Sport and Deputy Directors to identify strategic priorities, opportunities and risks across performance, participation, facilities, workforce and commercial areas
- Translate strategic objectives into clear implementation plans, actions, milestones and measurable outcomes including KPIs
- Harness data analytics and digital tools to provide high quality insight for strategic decision making
- Develop performance dash-boards and reporting mechanisms to track progress against strategic goals
- Acts as a central point of co-ordination for all strategic and cross-cutting projects and initiatives
- Drive process improvement, efficiency and innovation across Loughborough Sport to maximise impact and value for money
- Enable joined up execution across professional services, schools and external partners
- Drive project management excellence, supporting cross-functional initiatives
- Produce strategic reports for the Director of Sport and the Leadership Team, highlighting strategy progress, risks and opportunities
- Line manage staff or project teams as required for the delivery of strategic initiatives

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment, and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity, Diversity and Inclusion procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion.

Organisational Responsibility

Reports to the Director of Loughborough Sport

Line management:

Budget Responsibilities: [specify details].

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured at Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria

Area	Criteria	Stage
Experience	Extensive experience in strategy planning and organisational development within sport or related sectors	1,3
	Experience of leading cross-functional projects	1,3
	Prior experience in developing strategic roadmaps and other strategy communication tools	1,3
	Prior expertise in delivering cultural and organisational change initiatives	1,3
	Experience in managing change, including designing and implementing new systems, processes, or structures.	1,3
	Experience in managing budgets and resources effectively.	1,3
Skills and abilities	Proven ability to translate strategy into business plans with clear KPIs and performance measures	1,3
	Strong understanding of core strategy frameworks and approaches	1,3
	Strong understanding of digital and data product and adoption requirements	1,3
	Strong skills in data analysis, digital tools and evidence-based decision making	1,3
	Excellent stakeholder management and partnership working at a senior level	1,3
	Strategic thinking skills with a proven ability to influence and drive change	1,3
	Commitment to Equity, Diversity and Inclusion	1,3
Training		
Qualifications	Educated to degree level or equivalent experience in business, sport management, or a related field.	1
Other		

Desirable Criteria:

Area	Criteria	Stage
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Experience	Experience in the sport, leisure or commercial sector	1,3
Skills and abilities	Knowledge of the UK sport landscape, including higher education sport	1,3
	Excellent negotiation skills	1,3
Qualifications	PRINCE2 or similar level project or programme management qualification	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and the way we work at Loughborough. The University promotes the values of being **Adventurous**, **Collaborative**, **Creative**, **Authentic** and being **Responsible**. All employees are expected to demonstrate these values in the workplace.

For more information, please refer to our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their academic career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared themselves with a disability, provided they meet the essential criteria for a role. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.