

Head of Performance Support

Job Ref: REQ251081

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: MA7

Job Purpose

To lead the development of integrated performance support across Loughborough University's sport system, aligning with the Performance Sport Leadership Team's vision and values. The role will drive excellence in athlete support, create pathways for emerging practitioners in sport science, strength & conditioning, and sports medicine, and foster collaboration with key partners to deliver seamless, high-quality services for elite athletes, student-athletes, and the wider university community.

Key Tasks

- Create a long-term development plan for the LU's performance support services working where necessary in conjunction with key partners such as the School of Sport & Exercise Science, the National Centre for Sport and Exercise Medicine and UK Sport Institute
- Line manage individual discipline leads to coordinate and quality assure the delivery of all performance support to aid athletes (student athletes and other clients) in enhancing their performance in training and competition.
- Manage the financial operation of the services including the setting of budgets, monitoring income and expenditure and identifying new business opportunities to increase income generation.
- To develop mutually beneficial relationships with internal and external partners to increase the range of services provided by Loughborough Sport and ensure their quality.
- To create opportunities for developing practitioners to work within the Loughborough Sport support services and grow their expertise.
- Along with key partners contribute to the development of the Performance Centre as a hub for integrated support services.
- To take overall responsibility for the performance planning process, its evolution and associated training, working alongside the Performance Director and Head of Coaching as needed.
- Lead on annual budget forecasting and financial management for the function.

Management of Specialist Disciplines::

- To produce a strategic development plan for the delivery of sport science, sport medicine and conditioning services at Loughborough University in order to meet Loughborough Sport and University objectives whilst providing high quality services to a range of client groups within budget.
- Implement a robust quality assurance programme for all performance support disciplines to ensure that the teams provide the highest possible levels of professional service to all client groups.
- Manage discipline leads to co-ordinate and implement new projects to develop the specialism, including producing business plans and marketing the services to expand and develop client-base as well as developing procedures for the smooth running of the service.
- Maintain financial records and ensure specialist budgets are being met.
- Contribute to the development and maintenance of appropriate capital investment plans for the facility and the services to ensure that they maintain the highest standards of delivery.

Staff Management:

- To set and monitor work programmes, including the provision of effective CPD for all managers of the discipline teams and take overall responsibility for staff development across all Performance Support areas.
- To work with staff on the integration of new technology and lead on the use of Artificial Intelligence within the team

General Duties:

- As part of the Performance Sport (PS) Leadership Team to contribute to strategic planning and the formulation of policies and procedures for performance sport within Loughborough Sport .
- To identify opportunities to use PS to promote and publicise Loughborough University.
- To undertake specific project work on behalf of PS and Loughborough Sport as a whole as directed.

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 entailed.

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 Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Performance Director.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

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

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of providing support services to a range of client groups.	1,3
	Experience in co-ordinating and developing a support service in a multi-disciplinary setting.	1,3
	Experience of assessing changing business needs, seeking new business and implementing development plans to enhance service provision.	1,2,3
	Project and people management experience.	1,3
	Experience of managing multiple budgets simultaneously.	1,2,3
Skills and abilities	Excellent communication and interpersonal skills.	3
	The ability to deal and resolve complex issues.	1,3
	Ability to work cooperatively, flexibly and to meet deadlines.	1,3
	Excellent organisational and time management skills.	3
	A sound working knowledge of office PC packages, particularly Word, Excel, Access and PowerPoint in order to produce both written and financial reports and presentations.	1,3
Training	Willingness to undertake continued professional development.	1
Qualifications	Post-graduate qualification in relevant support area i.e. sport science, medicine or strength and conditioning.	1,3
Other	Willingness to work irregular hours as necessary.	1
	To observe the University's Equal Opportunities policy at all times.	1

Desirable Criteria

Area	Criteria	Stage
Experience	Coaching experience or a recognised coaching qualification.	1,3
	Significant experience of leading a multi-disciplinary support team.	1,3
	Experience of developing educational programmes or CPD programmes for practitioners.	1,2,3
	Experience of conducting applied research in a high performance sport setting.	1,3
Skills and abilities	Well-developed analytical and problem solving skills.	3
	Marketing skills aimed at promoting growth in a service business.	1,3
	Research skills including relevant data analysis and presentation skills.	3

Conditions of Service

The position is full time and open ended.

The appointment will be subject to the University's normal Terms and Conditions of Employment for grades 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also 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. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>