



## Job Description & Person Specification

<b>Post title:</b> Head of Physiotherapy	<b>Post No:</b> 012477
<b>School or Department:</b> NTU Sport	<b>Date created:</b> Summer 2023
<b>Grade:</b> G	<b>Hours per week:</b> 37
<b>Immediate line manager:</b> Head of Performance Sport	
<b>Title &amp; Grade of posts line managed by post holder:</b> Grade F Physiotherapist/Sports Therapists	

### Job purpose:

To develop and lead the NTU Physiotherapy programme, providing the opportunities for high quality medical provision across NTU Sport, with a focus on performance sport programmes, contributing to our strategic aim of retaining our position in the BUCS Top 10.

### Principal duties and responsibilities:

The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

#### 1) Management of the NTU Physiotherapy Programme

- To lead and manage the effective delivery of a physiotherapy programme for NTU Sport. This will include ensuring that the programme offers sport specific triage sessions, match day delivery to selected sports, offering wider open access for other performance/competitive athletes as well as offering bookable treatment sessions available to the wider membership.
- To ensure that the physiotherapy is appropriately represented as part of the sport specific multi-disciplinary team programme to ensure all support services are working as a single unit allowing the athletes to receive the best possible support and guidance, in particular around player rehabilitation and return to play procedures.
- To manage relationships with a range of external organisations, with the objective of ensuring that performance athletes programmes are designed on a personalised basis with particular focus on playing load, injury management and wellbeing.
- Lead on the development and implementation of an organised and comprehensive database of all medical documentation via the TM3 system, relating to treatments and guidance offered to NTU staff/students.
- Manage a programme of recruitment, support, mentoring and development throughout the whole of NTU physiotherapy programme including the implementation of the NTU Appraisal process.
- Working the Facilities & Operations team, develop the programme offered to the wider membership base to develop the profile of the programme and maximise profits for the service.
- To represent the Physiotherapy programme as a member of the NTU Sport Performance Strategic Group.

## **2) Delivery of Physiotherapy Services**

- To work as a member of the delivery team of physiotherapy services to NTU students and staff, offering the services on a flexible basis in line with needs and demand, offering appropriate assessment, treatment, rehabilitation and education to athletes.
- To act as the lead physiotherapist for a number of the NTU Performance Squads including match day delivery and pitch side training session support as required, providing on field support to coaches where required.
- Ensure that the treatment/programme offered is done is on a sport specific basis with sport specific skills incorporated into a planned rehabilitation programme.
- To work as a member of a multi - disciplinary team within each sport to ensure the programmes to the athletes are delivered in a co-ordinated manner.

## **3) Management of the NTU TASS (Talented Athlete Scholarship Scheme) Programme**

- To lead in the implementation of the physiotherapy delivery of the NTU TASS programme, delivering on agreed KPI's and ensuring the service meets TASS expectations.
- To manage the student referral process to other medical providers in line with TASS guidelines.
- To meet with TASS staff on a regular basis and attend relevant TASS Conferences.
- To meet regularly with other service providers to discuss the programmes of individual athletes and make recommendations/changes to their programmes as appropriate.
- To compile and produce reports for TASS on a regular basis.

## **4) Other Duties**

- Work with other NTU sport staff to share best practice and information and make recommendations for wider service improvements.
- To contribute towards education, training and research initiatives.
- To update the department via team briefings and written reports on business undertaken and developments proposed.
- To support a collaborative team-working environment

**N.B.** This role will be offered on a flexible basis with staff expected to be available to work evenings and weekends as required including supporting wider departmental events such as university open days. It is expected that delivery will be more intensive during university term, with time given off in lieu during university vacations, in addition to available annual leave. BUCS fixtures predominately take place on a Wednesday afternoon/evening.

The post holder may be required to undertake any other duties, which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

## Personal Attributes

Attributes	Essential	Desirable
<b>Knowledge</b>	<p>Detailed knowledge of physiotherapy and rehabilitation within the sporting environment.</p> <p>Evidence of update to knowledge of advances in the field.</p> <p>Demonstrated ability to analyse a range of injuries and the ability to diagnose and treat appropriately.</p> <p>Knowledge and understanding of the range of provision of support services accessed by performance athletes and inter-disciplinary working.</p> <p>A broad understanding of higher education in the UK and the needs of dual career high performance athletes.</p> <p>A knowledge of sporting performance indicators and their effective application.</p>	<p>An understanding of the university sporting structure.</p> <p>Knowledge of NGB/performance pathways and their relevant to university sport.</p> <p>An understanding of the Talented Athlete Scholarship Scheme.</p>
<b>Skills</b>	<p>Excellent communication skills: written, verbal, non-verbal and listening.</p> <p>Excellent interpersonal skills: leadership, team work, adaptability, understanding others &amp; negotiation.</p> <p>Excellent self-management skills: actively reflect on learning, autonomy, self awareness, action planning, time management &amp; initiative.</p> <p>Ability to use Microsoft Office, or equivalent, for a wide range of day to day activities.</p>	<p>Good customer service skills</p>
<b>Experience</b>	<p>Track record of successfully leading, developing and inspiring others.</p> <p>Experience of working within Sports Physiotherapy, including the provision of services to athletes in a range of sports and liaisons with multi-disciplinary teams.</p> <p>A track record of delivering high quality sport to performance athletes.</p> <p>Work with a variety of different sporting partners in an inter-disciplinary manner.</p>	<p>Delivery of services within the higher education environment.</p> <p>Delivery of physiotherapy educational courses</p> <p>Experience of promoting organisations in a positive manner across a variety of different mediums.</p>
<b>Qualifications</b>	<p>Degree level qualification (or equivalent) in physiotherapy</p>	<p>A post-graduate qualification at Masters Level in sport and exercise medicine/sports physiotherapy/rehabilitation/musculoskeletal field (or related)</p>

	<p>Registered with the HPC (Health Professional Council)</p> <p>Member of the CSP (Chartered Society of Physiotherapy)</p> <p>Member of the ACPSEM (The Association of Chartered Physiotherapists in Sports and Exercise Medicine) with a minimum bronze and working towards silver accreditation.</p> <p>Valid First Aid/Sport Trauma course certificate recognised by the ACPSM.</p>	<p>Sports coaching qualifications</p> <p>Other Sports Science/Performance Lifestyles related qualifications.</p>
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<b>Competencies</b>	
<b>Essential Competencies</b>	<b>Desirable Competencies</b>
<p><b>Communicating and influencing (Level 3)</b></p> <p>Communicates effectively with a wide range of diverse and internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p><b>Team working (Level 3)</b></p> <p>Leads aspects of team work, seeking and implementing improvements to the team's output/service and developing colleagues within the team. Challenges colleagues.</p> <p><b>Organisation and delivery (Level 2)</b></p> <p>Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p>	<p><b>Creativity and innovation (Level 2)</b></p> <p>Seeks out, reviews and implements new ways of working to improve delivery of service.</p> <p><b>Customer focus (Level 2)</b></p> <p>Works to identify customer needs. Seeks feedback and develops service delivery accordingly.</p> <p>Influences and develops ideas to enhance customer satisfaction.</p> <p><b>Making Informed Decisions (Level 2)</b></p> <p>Uses analyses, reports and data to test the validity of options and assessment risk before taking decisions.</p> <p>Ensures optimum decisions are taken.</p>

[N.B All competencies should be drawn from the NTU Competency Framework, which can be found [here](#)]

**Job Description and Person Specification created by:** Chris Campbell, Head of Performance Sport

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