



Post title: Professor and Head of Sport Science	Post No: 08147
School or Department: School of Science and Technology	Date created: November 2020
Grade: Professorial Band 1/2/3	Hours per week: 37
Fixed term end date (if applicable): n/a	
Other requirements of the role: n/a	
Immediate line manager: Executive Dean	
Title & Grade of posts line managed by postholder: Principal Lecturers, Associate Professors, Professors (if delegated by the Dean), Other academic/administrative staff and technicians/demonstrators, as designated.	

Job purpose:

- Provide strategic direction, academic and departmental/discipline/subject leadership and line management of staff within the academic Department, with accountability for delivery of the Department's agreed outputs and overall performance consistent with NTU's Strategic Plan.
- Contribute to the strategic and operational management of the School, with a clear remit for the implementation of NTU's strategic plan and specific objectives within the Department which align with the Key Performance Indicators of NTU.
- Responsible for the continued development, growth, and financial sustainability of the Department's and School's portfolio.
- Be an active and engaged member of the School's leadership team, working closely with colleagues within the School and across the University to ensure the alignment of learning and teaching, research, commercial, international and other key agendas.
- Demonstrate academic leadership at professorial level in research, practice or scholarship in an area of relevance to the Department, actively developing quality research, practice and scholarship across the Department.

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:

A) Principal Duties

1. To develop and foster a national and international profile for the School and Department, furthering growth whilst enhancing the quality of provision and developing the student academic experience.
2. To work in conjunction with the Dean, Deputy Dean, Quality Manager, Employability Manager and other colleagues within the School and across the University to ensure the delivery of strategic initiatives with respect to teaching, learning and the student experience.
3. To develop and maintain a strong personal research trajectory suitable for inclusion in the next Research Excellence Framework in the REF Unit of Assessment which includes Sport

Science in the next REF exercise, or to continue to demonstrate and to develop a professorial profile in practice or scholarship.

4. To promote innovations in practice and educational pedagogy and proactively support the development of staff within the Department, including through the Trent Institute for Learning and Teaching and the implementation of NTU's Learning and Teaching Development Policy
5. To lead the Principal Lecturers and Course Teams to develop the student academic experience for the Department. To include, but not limited to:
 - a. effective course design and curriculum development;
 - b. adherence to quality management processes and regulations, including course validations and accreditations;
 - c. enhancement of student satisfaction, utilising findings from module evaluation, the National Student Survey, and PTES;
 - d. provision of appropriate student support;
 - e. improvement in student retention, attainment and employability;
 - f. enhancement of student representation; and
 - g. effective marketing to prospective students.
 - h. point of contact for escalated student issue and academic appeals
6. To develop and sustain appropriate structures for management, consultation, decision- making and communication with staff and students and manage change.
7. To promote an active research environment within the Department, overseeing research outputs and supporting researcher development. Work closely with Associate Dean for Research to build high quality research activity across the School.
8. To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.
9. To maintain own academic standing and authority through teaching, research and scholarly activities. Develop and maintain an external profile. Engage with national and international debates and within professional institutes, practitioner societies and governmental committees.
10. Where appropriate, lead on designated cross-School and/or cross-University activity and initiatives.
11. Please note that this Job Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the Dean of School [Deputy Dean] and in discussion with the post holder. Some of the above responsibilities may be delegated appropriately within the department, with reporting lines back to the Head of Department.
12. To develop and promote extensive and productive partnerships with industry in teaching, research and practice.
13. Proactively scan sector trends and competitor offerings, drawing upon recruitment, application and retention rates (including international recruitment) and other relevant sources to assess opportunities and risks for the Department. Refresh and develop new programmes in order to attract new students and markets. Enhance the Department's collaborative programmes nationally and internationally.
14. Work closely with the Dean, Deputy Dean and Associate Dean for Research to identify, create and exploit new opportunities in order to secure additional income streams and new areas of teaching, research, international or commercial activities.
15. Work with the School Executive and contribute to the determination and agreement of delegated budgets for: staff, revenue, staff development and travel, 3rd stream income, research (including REF), and commercial.
16. Responsible for effective resource forecasting, planning and management for the Department, ensuring adherence to financial regulations and other operating procedures. To include management of: budget, resource, estate and physical resources/equipment.
17. Responsible for staff planning activity, including: succession planning, recruitment and selection, induction and probation, management of staff attendance, and overseeing the appraisal process to

ensure objective setting and performance is aligned to departmental/School plans.

18. Accountable for effective workload planning and timetabling across the Department. Oversee any staff to whom specific duties are delegated, to ensure the teaching portfolio is well planned and executed as well as equitable and transparent workloads which deliver Department and School operational plans.
19. Contribute to a high performance culture across the School, including motivation, performance management and professional development of direct reports. Proactively coach and mentor staff within the Department who hold line management responsibility and support them in the discharge of their duties, including any improving performance cases, absence management and any other people management issues.
20. Lead the implementation and embedding of NTU strategy within the Department, providing clear direction, focus and communication to enhance contribution and maximise performance.
21. Promote a positive culture within the department which aligns with the articulated culture of the University and which provides for a proactive approach to health and safety management and promotes dignity, equality and respect.
22. Ensure the departmental processes and procedures operate within the University's framework of HR, financial and administrative systems.
23. To promote a culture of inclusivity, in which individuals are respected and valued in line with University policies and ensuring all statutory obligations are met.
24. Promote the mission, image and effectiveness of the University externally.

N.B. 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 working with the Dean of School [Deputy Dean] on specific changes

Attributes	Essential	Desirable
Knowledge	<p>Highly developed knowledge of approaches to teaching and learning, research and current developments in Sport Science.</p> <p>Understanding of the teaching, learning, research and practice environment within which the School is operating.</p> <p>An understanding of public policy relating to research and teaching in the Higher Education sector in the UK, including the Research Excellence Framework (REF) and the Teaching Excellence Framework (TEF).</p> <p>Advanced knowledge of national and international research priorities and funding streams in Sport Science.</p>	

<p>Skills</p>	<p>Strong evidence of leading, managing and developing staff.</p> <p>Excellent leadership, communication, presentation and influencing skills with the presence to engage and empower staff and students.</p> <p>Excellent planning and organisational skills, with the ability to identify, prioritise and respond to issues with flexible and effective solutions.</p> <p>Evidence of contributing effectively to the strategic planning and staff/resource management processes.</p> <p>Ability to manage and be accountable for budgets.</p> <p>Ability to analyse, interpret and present complex data and information.</p> <p>Ability to respond to the external environment and to lead organisational and cultural change.</p> <p>Ability to operate effectively in an open, accountable and complex environment.</p> <p>Resilient, able to work under pressure and to tight deadlines.</p> <p>Ability to build the capability and credibility of the Department</p> <p>Ability to make a significant contribution to the next Research Excellence Framework exercise or to demonstrate sustained outstanding excellence in practice or scholarship</p>	
<p>Experience</p>	<p>Experience of working at a strategic and operational level within a HE institution.</p> <p>Strong leadership and management in an education or business environment including performance management against agreed targets.</p>	

	<p>Proven track record of leading activity to improve the outputs of learning and teaching and enhance the student experience.</p> <p>Experience of leading and promoting research activity resulting in improved quality, reputation and outcomes, including securing grant capture and supporting delivery of research projects.</p> <p>Proven track record of high quality research at an appropriate level in an area aligned with the Department's current research strengths or proven track record of excellence in practice or scholarship</p>	
Qualifications	<p>A good Honours first Degree (or equivalent) and a Ph.D. (or equivalent Doctorate level qualification) in a relevant disciplinary area.</p> <p>Membership of a recognised professional body</p>	Fellowship of a recognised professional body

Essential Competencies
<p>Communication and Influencing (Level 3) Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.</p> <p>Organisation and Delivery (Level 3) Takes account of organisational priorities to ensure that operational and strategic plans are being implemented and achieved.</p> <p>Leading and Coaching (Level 3) Is visible and publicly champions initiatives to provide direction. Takes responsibility for an area of work and for its outputs. Makes time to get to know people and motivate them. Regularly reviews performance of self and others.</p> <p>Creativity and Innovation (Level 3) Reviews, tests and implements new concepts, models and approaches to practice in support of service development and delivery.</p> <p>Entrepreneurial and Commercial Focus (Level 4) Keeps up to date with the factors influencing the commercial context of Higher Education and actively seeks out opportunities for income generation, commercial exploitation, and to ensure that NTU retains a competitive edge within the sector.</p>

Customer Focus (Level 3)

Provides a quality service that is regularly reviewed. Anticipates customer needs. Actively seeks feedback on services from customers and makes appropriate changes to services and to underpinning policy/strategy.

Team Working (Level 3)

Leads aspects of teamwork, seeking and implementing improvements to the team's outputs/services and developing colleagues within the team. Challenges colleagues.

Making Informed Decisions (Level 3)

Uses a wide range of complex data to take controlled risks to achieve greater gain. Uses trends and data to establish controls and performance indicators.

Job Description and Person Specification created by: Associate Dean for Research