

<b>Post Details</b>	<b>Last Updated:</b> 21/07/2023	
<b>Job Title:</b>	Director of University Sport	
<b>Job Family &amp; Job Level</b>	Professional Services	Level 7
<b>Responsible to:</b>	University of Surrey Chief Operating Officer	
<b>Responsible for:</b>	Surrey Sports Park	
<p><b><u>Job Purpose Statement</u></b></p> <p>Surrey Sports Park is at the heart of sport and physical activity in Surrey with a mission to deliver the best possible sport, health and wellbeing experience to University of Surrey students and the wider community. Surrey Sports Park provides strategic added value to the University by delivering an outstanding student experience through social and competitive sport and providing an excellent environment for wellness and fitness for Surrey staff and students, as well as a community impact which is significant both culturally and physically. The team is passionate and high performing, and the business model requires delivery of a self-sustaining, well managed and customer service focused business.</p> <p>The Post Holder will report directly to the University Chief Operating Officer and will be responsible for all activities, sporting and otherwise including student, staff, community, charity and commercial as well as full operational and strategic leadership of the Surrey Sports Park. The Post Holder will be accountable to Surrey Sports Park board in addition to the University Chief Operating Officer and will balance the demands of the Surrey Sports Park Board and the University.</p> <p>The Post Holder will be responsible for overseeing and evolving the overall sports delivery programme, ensuring it remains an integral part of the Surrey student experience, from the elite sports to physical wellbeing activities. The role will require strong leadership skills, a passion for sports and a strategic mindset to drive the sports park's contribution to new heights.</p> <p>The Post Holder will be expected to initiate strategic business partnerships to further the Surrey Sports Park strategy and nurture those already in place. The Post Holder will be expected to have a high level of commercial acumen and be able to represent the Park at a local, national and international level.</p> <p><b>Controls</b></p> <p>Key stakeholders in Surrey Sports Park are the University, students, the local community and the University elite sports franchises. The Post Holder will be expected to manage these diverse needs whilst ensuring the highest levels of customer service, safety, satisfaction and social value are maintained.</p> <p>The Surrey Sports Park strategy balances the diverse needs of these stakeholders into a coherent vision and mission. The post holder will maintain the strategy, implementing plans to achieve the strategic goals and drive the organisational culture forward.</p> <p>The Post Holder is responsible for all operations, controlling direction and finance within approved bounds whilst managing risk as appropriate.</p> <p><b><u>Problem Solving, Accountability and Dimensions of the role</u></b></p> <p>The post holder will require a pro-active approach, organising and prioritising their work to achieve the desired results, within the parameters set by the University and the Board. The post holder takes full responsibility for the quality, effectiveness and performance of all departments within Surrey Sports Park.</p> <p>The post holder is expected to deal with complex problems, requiring a high level of judgement and experience to establish the most appropriate and timely course of action. They are expected to identify the nature of any problems as they arise and apply judgement and initiative to implementing appropriate resolutions. They will be expected to identify areas of continuous improvement within Surrey Sports Park to increase operational efficiency and meet changing customer demands. This requires the post holder to apply analytical, interpretive and constructive thinking, as well as a high degree of evaluation.</p> <p>The post holder is expected to identify and develop funding streams that support Surrey Sports Park initiatives, which will require excellent analytical, planning and communication skills. The post holder is also expected to ensure benchmarking and quality measurement standards are maintained across all areas of the business, in order to effectively monitor control and quality.</p>		

**Background Information/Relationships**

The post holder will liaise with staff at all levels within Surrey Sports Park; however they will also have significant contact with senior members of staff across the University including Executive Board and Council.

This job purpose reflects the core activities of the post. As the business and post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The post-holder is expected to recognise this and adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

<b>Qualifications and Professional Memberships</b>	<b>Essential/Desirable</b>	
Professionally qualified with a relevant degree/postgraduate qualification, plus significant relevant managerial and leadership experience in a relevant field, or substantial experience and proven success in a strategically important specialist area	E	
<b>Technical Competencies (Experience and Knowledge)</b> This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed).	<b>Essential/Desirable</b>	<b>Level 1-3</b>
Proven experience of commercial development and revenue generation	E	n/a
Proven experience of managing a large diverse team effectively	E	3
The ability to undertake leadership in effective project management and managing numerous projects concurrently.	E	3
Proven track record of successful partnership working with external business partners in sporting and non-sporting environments	E	3
Proven experience of stakeholder management at the highest level	E	3
Authoritative knowledge and experience of working in the Sport and Leisure industry, including work practices, processes and procedures relevant to the role, including broader sector/commercial experience.	E	3
Knowledge of the HE sector	D	3
Managerial skills such as coaching, motivation and managing performance.	E	3
<b>Special Requirements:</b>	<b>Essential/Desirable</b>	<b>Level 1-3</b>
To work during unsocial hours, including early mornings, late evenings and at weekends.	E	n/a
Criminal Records Bureau Clearance	E	n/a
<b>Core Competencies</b> This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). N/A (not applicable) should be placed, where the competency is not a requirement of the grade.	<b>Level 1-3</b>	
Communication	3	
Adaptability / Flexibility	3	
Customer/Client service and support	3	
Planning and Organising	3	
Teamwork	3	
Continuous Improvement	3	
Problem Solving and Decision Making Skills	3	
Leadership / Management	3	

Creative and Analytical Thinking	3
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking	3
<b>Organisational Information</b>	
<p><b>All staff are expected to:</b></p> <p>Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Surrey Sports Park Equal Opportunities Policy.</p> <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the Surrey Sports Park Health and Safety Policy.</li> <li>• Excellent environmental performance is a strategic objective for the Surrey Sports Park. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> </ul>	
<b>Key Responsibilities</b>	
<p>This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.</p> <ol style="list-style-type: none"> <li>1. Lead the strategic development of the non-academic sport and physical activity services at the University, ensuring services deliver against University wide strategy.</li> <li>2. Provide inspiring leadership and manage Surrey Sports Park in a professional manner, fostering a positive and inclusive team culture.</li> <li>3. Manage a FTE of 100 plus a significant amount of part time, temporary and voluntary staff effectively and efficiently ensuring clarity of purpose and a focus on key priorities across the organisation, ensuring all key targets and KPI's are delivered.</li> <li>4. Lead the further commercial development and revenue generation for Surrey Sports Park ensuring the continued growth and profitability of the organisation</li> <li>5. Develop and manage key stakeholder relations including NGBs, elite teams and athletes, agencies, relevant local and national partners and appropriate academic staff</li> <li>6. Act as key media spokesperson ensuring that both the Surrey Sports Park and University of Surrey brands are promoted in a positive light.</li> <li>7. Work in partnership with academic schools to maximise the relationship between sport development, teaching and research.</li> <li>8. Oversee the student sport programme, Team Surrey ensuring performance, participation, development and student satisfaction targets are met.</li> <li>9. Oversee the future capital planning and development of the footprint and facilities at Surrey Sports Park, securing external funding as appropriate</li> <li>10. Liaise with, and report on progress against KPIs to, the Surrey Sports Park Board and relevant University bodies on a regular and timely basis</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p>	