



**ENGLISH
INSTITUTE OF
SPORT**

JOB PACK

Title:	National Director
Ref:	NAE01.10
Closing date:	19 February 2010 @1pm GMT
Interview date:	To be confirmed

Making the Best Better

The English Institute of Sport (EIS), a subsidiary of UK Sport, is a nationwide network of support centres designed to foster the talents of our elite athletes - increasing their potential for medal winning success. Working hand-in-hand with elite performers, coaches and performance directors, EIS's sport science and sport medicine specialists offer cutting-edge assistance to help our athletes gain the extra edge.

The EIS network of regional centres works in partnership with the national governing bodies of sport, UK Sport and government to enhance the training and preparation regimes of 'world class pathway' athletes and has a specific focus: delivering sport science and medical support services across the areas of sports medicine, physiotherapy, sports massage, nutrition, psychology, physiology, performance analysis, biomechanics, strength and conditioning and performance lifestyle support.

Led by Steve Cram, the former world mile record holder and Olympic medallist, the EIS offers integrated and seamless delivery of support services to athletes, able-bodied and disabled alike, working closely with all high performance partners to ensure a highly targeted approach to supporting elite sport.

The quality of service delivered is assured by the close relationship the EIS has developed with national governing bodies, performance directors, coaches and the athletes themselves. The strategy and ethos of the organisation is set by the national team.

The EIS operates under the leadership of the National Director, who along with the 200+ employees across the EIS network, embody the EIS ethos – making the best better.

With London 2012 on the horizon, there has never been a more exciting time to work in British sport, and with winning margins become smaller and smaller, there has never been a greater focus on the role of science, medicine and technology in achieving medal targets.

JOB DESCRIPTION

Job Title:	National Director
Grade:	Level 6 (Regional Support)
Hours of Work:	Such hours as necessary to carry out your duties. This will involve a minimum of 36 hours per week and may include working outside normal office hours at evenings and weekends and on Public Holidays.
Region/Department:	National
Employer:	English Institute of Sport Limited (referred to as the EIS).
Location:	The normal place of work is the EIS offices in London, however travel within the EIS network will be required on a regular basis, and the EIS may from time to time require you to travel internationally.
Responsible to:	Chair of the EIS Board
Responsible for:	All EIS employees and contractors, with specific line management responsibility for the EIS senior management team
Budget Responsibility:	National Budget of approximately £16 million per annum

ROLE SUMMARY

The post holder will contribute to the achievement of the aims and objectives of the English Institute of Sport through:

- Setting strategic direction for the EIS, monitoring and managing operational performance and ensuring appropriate accountability.
- Managing and developing the EIS Company, its service network and relationships with partners to create the best high performance environment in the world.

KEY RESPONSIBILITIES

As a member of the National team, the post holder will:

- Direct, in line with EIS Board policy, the development and implementation of the EIS network and services
- Maintain an effective working relationship with the EIS Chair and Board to include regular meetings, exchange of information and briefings.
- Ensure that the senior management team drives the organisation to achieve its goals through effective and dynamic teamwork
- Ensure financial probity, stability and viability of all EIS programmes and activities
- Lead the development of the culture of the EIS through shared vision and values

MAIN TASKS AND ACTIVITIES

1. Continually monitor, review and develop the EIS services to ensure that they meet the needs of the National Governing Bodies of sport and world class athletes.
2. Work with the EIS Board to develop and implement the EIS National Framework, including the development of annual organisational objectives.
3. Manage the relationship with the EIS main partners and funders, particularly UK Sport.
4. Act as the Accountable Officer for the overall EIS budget and ensure appropriate financial management procedures are in place.
5. Ensure that appropriate corporate governance and risk management procedures are in place.
6. Ensure staff structures are appropriate and internal processes promote efficiency and excellence in service delivery.
7. Work with the EIS Board and Director of Business and Finance to develop four yearly business plans and annual budgets and targets.
8. Line manage and develop the EIS senior management team.
9. Implement effective operational plans at the appropriate level and set personal targets to achieve the planned objectives.
10. Ensure that the competency framework is used to its full effect in order to optimise opportunities for EIS staff including access to Continuing Professional Development.
11. Ensure that accurate management information, including accounts, KPIs and other agreed statutory and non-statutory reports are prepared and approved on a timely basis.
12. Ensure that the financial management and operation of the EIS conforms with the standards laid down by the EIS Board.
13. Promote and market the organisation externally.
14. Ensure that appropriate methods of communications are developed, both internally and externally.
15. Maintain close liaison with UK Sport, the National Governing Bodies of Sport, the BOA, the BPA and other relevant agencies in order to promote and develop the objectives of the EIS.
16. Contribute to the development of UK-wide support services through liaison with other Home Country Sports Institutes.

17. Keep up to date with the latest international developments to ensure that the EIS remains cutting edge and ahead of the game.
18. Represent the EIS in public speaking engagements with professional, sporting and allied interest groups
19. Attend national and regional meetings, workshops and training courses, and visit national and regional sites as appropriate.
20. Be accountable for the Health & Safety policy ensuring all regulatory requirements are met.
21. Promote equality and diversity throughout the organisation's culture, service delivery and employment practices.
22. Any other appropriate duties as may be requested.

The post holder shares with all colleagues the responsibility:

- i. for making suggestions to improve the working situation and contribute to positive employee relations within their area of work and the EIS as a whole;
- ii. to cooperate with measures introduced to ensure there is equality of opportunity in employment and sports equity; and in addition for post holders with a management responsibility to encourage their staff to ensure that they comply with all aspects of the equal opportunities in employment and sports equity policies and practices.
- iii. for ensuring that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.
- iv. to comply with all aspects of the EIS Health and Safety Policy and Arrangements and, in addition, for post holders with a management responsibility to encourage their staff to ensure that they also comply with all aspects of these arrangements.
- v. To comply with all aspects of any codes of conduct that might apply by virtue of the EIS having a presence in facilities operated by third parties.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

PERSON SPECIFICATION

The person specification describes the knowledge, skills, aptitudes, experience and qualifications that the English Institute of Sport deems as necessary for successful performance in the job role.

1. QUALIFICATIONS

Essential

- Educated to degree level

Desirable

- A qualification in sports management, sports science or sports medicine
- A qualification in management, eg MBA.

2. EXPERIENCE

Essential

- Extensive demonstrable experience of leading developments in high performance sport
- Experience in the development, implementation and monitoring of strategic and operational plans including financial projections
- Experience of working at Board level within either the public or private sector
- Experience of leading large teams of multi-disciplinary staff and delivering service improvements
- A technical understanding of all sports science and sports medicine disciplines

Desirable

- Experience of negotiating and managing contracts
- Experience of managing organisational change
- Experience within the public sector.

3. KNOWLEDGE

Essential

- A working knowledge of the organisation and funding of elite sport in the UK
- An understanding of the needs of elite athletes and coaches in a high performance training environment
- A working knowledge of corporate governance and financial management practices

Desirable

- An understanding of high performance sport structures in other countries.

4. SKILLS AND ABILITIES

- Ability to work and make decisions at a strategic level, including policy formulation
- Ability to undertake a high level representative role, and to negotiate effective solutions with internal and external partners
- Excellent decision making and problem solving skills
- Excellent presentation skills
- Ability to work under pressure
- Sound critical thinking and effective analytical skills
- Ability to communicate fluently in English, both in writing and orally.

5. MANAGEMENT AND LEADERSHIP

- Dynamic leadership skills with considerable line management experience at a senior level
- Ability to undertake performance management of senior staff
- Personal commitment to continuous professional development.

6. OTHER CONSIDERATIONS

- Well developed IT skills
- An understanding and commitment to equal opportunities
- An understanding and commitment to Health and Safety at work
- Ability to work irregular and unsocial hours
- Ability to travel throughout the UK and overseas.

APPLICATION AND SELECTION PROCESS

EXCELLENCE IN SPORT SCIENCE & MEDICINE

Please apply by sending a copy of your CV with a covering letter outlining why you believe you are the person for this role to the following address quoting reference number **NAE01.10.**

Head of Human Resources
English Institute of Sport
4th Floor, Byrom House
21 Quay Street
Manchester, M3 3JD

You may, if you wish, e-mail your application to us at jobs.national@eis2win.co.uk

Please note the closing date for receipt of applications is 19 February 2010 @ 1pm GMT.

SELECTION

Short listing will take place as soon as possible following the closing date. Please could you indicate clearly on your application a telephone number where you can be contacted during office hours (i.e. 9am – 5pm Monday to Friday). You should presume that you have not been successful if you have not heard from us within 4 weeks of the closing date.

It is likely that the selection arrangements will only be confirmed following short listing when the requirements of candidates being called to interview can be more clearly assessed.

EQUAL OPPORTUNITIES

The English Institute of Sport is committed to the promotion of equality of opportunity in all fields. As an equal opportunities employer, the EIS intends that no job applicant or employee shall receive less favourable treatment because of gender, gender re-assignment, marital or family status, age, disability, ethnic origin, creed, sexual orientation, Trade Union membership, or by any other condition or requirement which cannot be shown to justifiable.

FURTHER INFORMATION ON THE ENGLISH INSTITUTE OF SPORT

If you would like further information on the English Institute of Sport please refer to the EIS website www.eis2win.co.uk.