



**Academy Head of Sport Science & Medicine
(To include Academy Lead Strength & Conditioning Coach)**

Job Description & Specific Role Requirements 2020/21

Reporting To & Key Liaison with	<ul style="list-style-type: none"> • Academy Leadership Team (ALT) • Academy Management Team (AMT)
Purpose & Role function	<ul style="list-style-type: none"> • Responsible & accountable for the smooth, efficient & professional operation of the Sport Science & Medical Department within the Academy multi-disciplinary development programme (8-21yrs). • Recruit (where applicable) relevant staff and establish an ethos of continuous improvement. • Uphold and demonstrate the values, standards and behaviours expected by ECFC both inside & outside the Club.
Other Key relationships	<ul style="list-style-type: none"> • Senior Technical, Sport Science & Medical staff • Lead Phase Coaches • Academy Sport Science & Medical Team • Sandwich Year & Exeter University Interns • Academy & Club Doctor • Players, parents, guardians & host families (where appropriate) • Loan Clubs/clubs (where appropriate) • External practitioners and educational organisations
Role Summary	<ul style="list-style-type: none"> • Design, lead & manage activities aimed at maximising the health, fitness, athletic performance & well-being of all Academy players. • Develop and implement a strength & conditioning programme that will aid the athletic development of all Academy players. • Maintain records (for ISO/EPPP purposes). • Appraise Sport Science & Medical staff as Line Manager. • Evaluate and review age specific Sport Science & Medical programme within a multi-disciplinary context.
1.Main Duties & Responsibilities	Ref: Section 1
2.Qualifications, CPD & Person Specification	Ref: Section 2
3.Key Performance Indicators (KPI's)	Ref: Section 3
4.Competencies	Ref: Section 4

Section 1 Main Duties & Responsibilities

1.1 Working Practices

- Lead on developing & monitoring player support around all aspects of Sport Science & Medicine
- Oversee & deliver the Athletic Development Programme for all Academy players
- Operate, facilitate and manage physical & psychological programmes within the scope of the Academy's multi-disciplinary approach.
- Ensure players physical conditioning is at sufficient level before returning to training & games.
- Create & monitor individualised athletic development programmes (periodised with macrocycle evidence) for each PDP player.
- Produce physical development reports for each player to align with the player review process.
- Oversee the delivery of nutrition & testing in accordance with 6-strand sport science model.

1.2 Organisation.

- Plan & follow a weekly timetable that maximises staff expertise and ensures that all Academy players get the necessary time & guidance for their athletic development.
- Ensure players receive an individualised fitness programme based on periodisation of the season, which accounts for chronological age and human growth & development.
- Ensure that all Academy training sessions are appropriately covered with S&C staff, plan in advance and communicate this information to the AMT and other Academy staff as required.

1.3 Compliance

- Ensure all relevant EFL/EPPP Rules are met at all times.
- Complete all necessary records of activity using the PMA system within required timescales and to a high standard of relevant detail.
- Maintain all personal professional qualifications through continuous professional development
- Continual monitoring of each Academy player's progress through the Athletic Development Pathway (at least 3 times per season).
- Ensure all certification relating to safeguarding & other regulatory requirements are up to date

1.4 Relationships

- Communicate with other Club staff and players in a professional and timely fashion.
- Ensure communication in a multi-disciplinary fashion to ensure the relevant sport science information is communicated to all necessary parties
- Demonstrate willingness and enthusiasm to cooperate and collaborate.
- Support the Senior PDP Coach to evolve working relations with loan Club(s).

1.5 Associated Activities & Commitment

- As an integral part of the multi-disciplinary Academy Management Team; assist with overall Academy development and progression with specific focus on Sport Science & Medicine.
- Conduct an annual review of the sport science programme with actions to improve the programme for the following season.
- Identify and recruit the appropriate number of staff with the required qualifications to meet the needs of the Academy, following the HR protocol format.
- Play an active role in the planning and delivery of multi-disciplinary in-house CPD.
- Ensure all Medical & Sport Science staff complete appropriate paperwork and possess pre-requisite qualifications.
- Oversee sport science interns to ensure they meet all necessary standards and requirements and help them with their continuous professional development.
- Conduct an annual appraisal with all Sport Science & Medical staff, using HR format.
- Participate as a source of support in regular recorded player reviews.
- Maintain & apply records of player reviews for ISO/EFL inspection/audit on the PMA.
- Collect and analyse GPS data for U18 players.
- Ensure the Academy has the appropriate medical equipment and supplies at all times.
- Ensure that the Academy has the appropriate S&C equipment to implement all Athletic Development Pathway exercises.
- Any other reasonable & relevant requests as made from time-to-time.

1.6 Health & Safety

- *Place player safety and welfare as a top priority at all times.*
- *Ensure all Sport Science & Medical equipment is safe and staff are on hand during practice and at all competitive and friendly games.*

Section 2 Qualifications, CPD & Person Specification

2.1a Essential:

- *Degree in S&C or Sport Science*
- *UKSCA accreditation*
- *FA Emergency First Aid in Football (EFAiF)*
- *Current (in date) FA DBS check*
- *Current (in date) FA Safeguarding children certificate*
- *A reasonable amount of experience in a multi-disciplinary sport performance environment*

2.1b Desirable:

- *BASES accreditation*
- *FA coaching qualifications*
- *Any exercise prescription or delivery relevant qualifications*
- *Any other S&C and Sport Science qualifications*
- *Qualified dietician*
- *Experience of working with elite youth athletes*
- *FA Psychology for Football*
- *Current full & clean driving licence*

2.2 Professional Outlook & Behaviours

- *Take the creation of the Grecian Learning Environment into account when planning and reviewing all athletic sessions with Academy players.*
- *Ensure all players maximise their physical development & psychological potential, which enables them to play professional football at the highest level possible; specifically, to achieve the fitness levels required by ECFC First Team, ideally by 18 years of age.*
- *Plan ahead for player reviews and communicate to relevant parties, ensuring all necessary records are included in appropriate paperwork.*
- *Ensure all necessary quality standards & requirements are met within the Department.*
- *Ability to build, grow, expand & enhance the Academy Sport Science & Medical Department.*
- *Ability to manage and lead a team of staff.*
- *Operate at all times and in all matters in a well organised, positive and professional manner.*
- *Set an example for the players in how to conduct themselves professionally.*
- *Prioritise and teach players how to teach themselves.*
- *Adopt a positive and enthusiastic outlook towards the use of sports psychology and match analysis that will encourage players to do the same.*
- *Hold realistic expectations based on budgetary constraints.*
- *Be willing to actively assist other Academy staff in areas that will enable their progression.*
- *Be willing to support & work with external expertise.*

2.3 Personal Qualities

- *Demonstrate an industrious and productive work ethic.*
- *Poses and demonstrate a positive mental attitude.*
- *Effectively and efficiently communicate at all levels.*
- *Adopt a flexible & adaptable approach.*
- *Be willing to take responsibility and follow tasks to a successful completion.*
- *Work on own initiative, take control where needs, guide and support others.*
- *Be persistent, patient and an innovative problem solver.*
- *Show a willingness to take instruction and follow guidance.*
- *Show committed enthusiasm for the multi-disciplinary approach at all levels and all ages.*
- *Posses a demonstrable desire to see the ECFC Academy develop and progress.*

Section 3 Key Performance Indicators (KPI's)

3.1 Regulatory Standards

- Fulfil all Football League (EFL) and Elite Player Performance Plan (EPPP) Rules.
- Conduct & manage annual appraisals for all Academy Sport Science & Medical staff.
- Have the appropriate number of qualified staff available to meet Academy programme needs.
- Prompt availability of relevant information for inclusion in the player review process.

3.2 ISO & EFL Audit

- As a minimum, meet all Category 3 requirements but aim to achieve Category 2 requirements in every aspect of work as often as possible.
- Maintain player time-clocks & post on PMA.
- Ensure all individualised S&C programmes are complete and available to auditors.
- Ensure all U18 individual diet and nutrition plans are complete and available to auditors.
- Ensure all Academy sport science profiles are complete and available to auditors.
- Reference fitness levels of Academy players to national benchmarks (where available).
- Be available and provide honest feedback for audit interviews with ISO and other Bodies.

3.3 Club & Academy Philosophy

- Be able to demonstrate and articulate the Club and Academy philosophy and all areas of Section 4 of the Grecian Plan to ISO and other external Bodies and Agencies.

3.4 Provision

- Review annually and document any amendments to the Academy multi-disciplinary curriculum.
- Complete and up to date documentation on all Academy Sp. Science & Medical staff at all times.
- Arrange, deliver and facilitate in-house, in-service events for the CPD of Sport Science staff.
- Ensure all department staff follow Academy policies, practices and procedures at all times.
- Monitor players progress through the Athletic Development Pathway (at least 3 times per season).
- Production of individualised physical programmes for all YDP & PDP Academy players.
- Ensure that all PDP players receive an individual diet & nutrition plan every 6 weeks.
- Ensure that all players participate in testing as dictated by the testing framework including fitness testing, anthropometric testing, movement and flexibility screening and body composition testing.
- Ensure that all players attend regular nutrition workshops throughout the season, providing individualised feedback on food diaries and advice to players and their parents/guardians.
- Complete individualised physical training programmes for all U18-21 Academy players.
- Facilitate prompt availability of match analysis statistics and information after games.
- Disseminate data following monthly screening with relevant guidance to staff, e.g. growth spurts.
- All Academy S&C equipment and supplies available and in good working order at all times.
- Ensure careful and prudent management of the Sport Science & Medicine budget.

3.5 Personal Development

- Commit to an on-going process of continuous personal and professional improvement.
- Attend relevant Professional Body events and ECFC in-house, in-service training.
- Maintain personal professional qualifications to ongoing required standards.

Section 4 Competency Framework

Competency Descriptor	Level	Level Descriptor
<p>4.1 COMMUNICATION Effectively communicate, actively listen, gain and provide co-operation and information. [Oral and written communication is covered by the competency]</p>	4	Confident and at ease when speaking formally. Confidence to adapt style to suite wide range of audience and ability to explain, persuade and negotiate effectively. Produce reports appropriate for internal management meetings
<p>4.2 WORKING WITH PEOPLE Build effective rapport and relationships with customers and colleagues in order to achieve organisational and individual goals</p>	4	Builds strong and mutually beneficial relationships. Uses diplomacy & tact in difficult or awkward situations and to resolve conflict. Some partnership working required; strengthening relationship with the community
<p>4.3 TEAMWORKING Work in collaboration with colleagues and partners to provide a service that exceeds the customer expectations. Respect and support differences in skills, background and beliefs of colleagues and customers</p>	4	Operates in a supervisory role but as a strong team player. Recognises and respects differences amongst team members to achieve a positive working environment
<p>4.4 PROBLEM SOLVING AND ANALYSIS Use analytical skills to interpret, evaluate and understand a problem and the use of judgement to implement or suggest solutions</p>	4	Operational problem solving is a core element to the role. A keen interest in problem solving using key data & accepts personal accountability
<p>4.5 RESPONSIBILITY & OWNERSHIP Take personal responsibility and ownership to exceed customer or colleague expectations. Contribute ideas and seek to resolve problems so as to improve the quality of service</p>	4	Works to develop culture of ownership and improvement across all areas. Accountable for the actions of others
<p>4.6 DECISION MAKING Make timely decisions, sometimes with incomplete information and under tight deadlines and pressure; thinks on his/her feet; initiating relevant action where appropriate</p>	4	Required to make less routine decisions, take the initiative and originate action. Able to seek guidance from others if required. Accepts accountability for decisions., whilst seeking approval from others for complex problems
<p>4.7 CREATING, INNOVATING & ADAPTABILITY Resolve issues and identify opportunities to improve the quality of service or efficiency of operations. Seek out & contribute fresh and imaginative solutions and ideas in order to improve delivery of the organisations goals. Seek ways to engage with customers</p>	3	Creates new and innovative approaches to work-related issues sometimes for wider group. Identifies and generates new and imaginative approaches, which incorporate creativity and clear solutions to (often) complex challenges
<p>4.8 PLANNING, ORGANISING & OBJECTIVITY Accurate determination of the length and difficulty of tasks and projects. Set clear and measurable goals including contingencies. Use of resources effectively and efficiently</p>	4	Takes a longer-term perspective whilst being responsive to change. Enlists appropriate resources to get things done efficiently. Timely anticipation of changing needs or priorities. Monitors & reviews own plans & those of others
<p>4.9 DRIVE AND COMMITMENT Possess & demonstrate motivation and passion whilst actively engaging in the Organisations' mission of 'continual improvement and progression in all areas'</p>	4	Leads & motivates self and others to complete necessary tasks. Sets internal standards of excellence in achieving results. Leads by example through trying new ways to achieve challenging goals. Positively acknowledges commitment of others in achieving organisational aims

4.10 COMMERCIAL ACUMEN <i>Understands key business drivers for performance and use of sound business practices. Uses sound commercial principles in all areas of responsibility</i>	2	<i>Works to maximise own performance and that of others towards organisational goals. Understands and applies commercial and financial principles. Views issues in terms of costs, profits, markets and added value</i>
4.11 PERSUASION AND INFLUENCE <i>Gain agreement and commitment from others by persuading, convincing and negotiating</i>	3	<i>Uses negotiation skills to gain agreement and commitment to delivery of service</i>
4.12 LEAD AND SUPERVISE <i>Work in collaboration with colleagues and partners to provide an excellent service. Respect and support differences in skills, background & beliefs of colleagues & customers</i>	4	<i>Operates in a supervisory role but as a strong team player. Recognises and respects differences amongst team members to achieve a positive working environment</i>

Interpretation

Level	Definition
1 - Priority area	Commencing
2 - Understanding	Exploring/remembering
3 - Applying	Developing/understanding
4 - Analysing	Performing/applying
5 - Creating	Definition

Signed (Employee)

Print Name

Date

Signed (Club)

Print Name

Position

Date

Safeguarding Statement

Exeter City FC is committed to safeguarding and the welfare of children & young people and expect all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists; as such it is exempt from Rehabilitation Of Offenders Act (1974). Therefore, all convictions (including spent convictions) that have not been subject to filtering by the DBS should be declared.