



## Job Description: Head of Hockey

Post title and post number	Head of Hockey
College/Budget Centre	Campus Services
School/Department	Performance Sport
Full time/Part time	FTE
Duration of the Post	Permanent
Salary	£36,636 - £46,049
Additional information	Weekend and evening work required
Terms and Conditions	Academic Related
Closing Date	Thursday 11 <sup>th</sup> June
Job Family Framework	Estates, Campus Services & Facilities
Grade	Grade 7

### Background

The University of Birmingham is a global institution working within a diverse and vibrant City, offering an inspiring education to our students, and undertaking critically important research. We are a place of open, critical thinking, and the creation, sharing and dissemination of knowledge. Professional Services put students at the heart of all they do and enable an exceptional educational experience. They provide outstanding support to our researchers and help the University to grow its influence regionally, nationally, and globally. They ensure the University's resources are used wisely, manage and improve the infrastructure which sits at the heart of the institution, and support decisions to be made quickly and based on sound evidence. Our Birmingham Professional programme operates across the University, supporting colleagues to network and collaborate, offering opportunities to learn and develop, contributing to the delivery of the University's objectives, and helping everyone to understand the broader context within which we work.

### Departmental Overview

Campus Services (CS) employs over 1000 staff with a turnover exceeding £65m in the last financial year. CS plays a key role in the quality of the student, staff and visitor experience, providing services across diverse areas such as the University's sporting facilities, food and beverage, cleaning, conferencing, hotel operations, day nurseries, Porterage, post, branded and own-brand retail outlets, visitor services and attractions (e.g., Winterbourne House & Gardens), student housing, transport, waste disposal and recycling. CS is a highly commercial organisation operating within the University context and has an ambitious strategic agenda, in terms of growing our service profile across both our Birmingham and Dubai campuses.

Sport & Fitness is responsible for operating the extensive sport and recreation provision of the University of Birmingham. It caters for the whole sports continuum from elite athlete to beginner; it supports 6,500 members, 40+ performance clubs, over 50 sports scholars and offers an extensive participation and intra league programme. It stages big events for several British Universities & Colleges Sport (BUCS), national governing bodies and external groups, with spectator numbers reaching 3,000 for an individual event and has recently hosted the Commonwealth Games for Hockey and Squash competitions, as well as swimming and athletics training venues. It services the many different user groups drawn from the University – societies, medical school, groups of friends and departments, and the city – athletic, swimming, football, rugby, hockey, and gymnastics clubs as well as many schools, local authority groups and the more commercial provider.

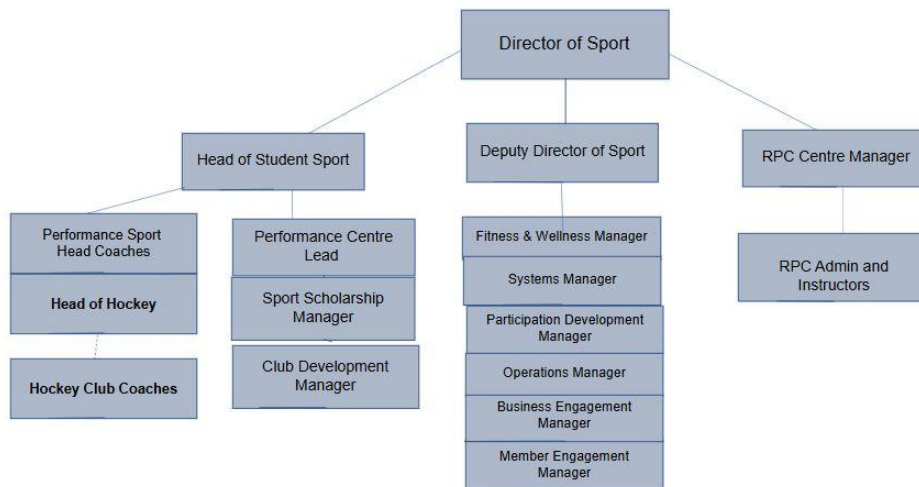
**Job summary**

The role will be responsible for delivering and developing the University’s flagship hockey programme, working with the next generation of emerging talent to succeed across our BUCS and National Hockey League teams.

The successful candidate will have overall responsibility for the hockey programme, including coaching philosophy, style, development and performance of the club, including the appointment and development of coaching staff. They will have direct responsibility for the performance of the 1st teams in BUCS competitions and of our National Hockey League teams, including the direct coaching of our Women’s National League teams.

From the point of recruitment to maintaining the fantastic performance environment for our athletes, the post-holder will ensure a high-quality student experience is maintained throughout the club, steering a culture consistent with our values. They will do this working with a team of experienced coaches and multi-disciplinary team comprising specialist support practitioners within a sector-leading dual-career environment.

**Organisation chart**



## **Main Duties**

### **Coaching**

- Run training sessions for Women's 1<sup>st</sup> and 2<sup>nd</sup> teams, directly coaching the 1st team, with the support of an Assistant Coach
- Attend BUCS & National League matches of the first team and other teams where appropriate
- Lead regular multi-disciplinary team meetings with the Performance Support team to optimize development of the players' and teams' performance
- Lead hockey's recruitment strategy to attract the best players to the university, including identification of players, managing communications and attending key recruitment events
- Responsible for the recruitment, development and management of hockey coaches including mentoring, individual CPD plans, reviews and job chats
- Identify and propose appropriate hockey events which the University might bid to host, with the aim of helping recruitment, raising profile and/or generating income
- To develop effective links and relationships with England Hockey and home nations NGB to ensure player pathways are successfully maintained

### **Club Management**

- Work with the Club Development Team to ensure University of Birmingham meets all relevant rules and regulations including but not limited to: officials; safety; facilities; and coordination of disciplinary cases.
- In conjunction with the BUCS administrator, ensure the efficient coordination of club fixtures including liaison with the Operations Team to support match day set-up
- Lead and advise the club committee in the management of the club (including the budget), ensuring all values of Sport are upheld

### **Other duties**

- You will actively participate in job chats and personal development reviews on your own performance, and agree objectives and targets and work to achieve these within agreed timescales
- Undertake any other duties that may reasonably be required, and which can be accommodated within the postholder's grading

## **Required Knowledge, Skills, Qualifications, Experience**

You will need to evidence:

- Educated to A Level standard, or equivalent level 3 qualification such as a Level 3 NVQ, or level 3 national diploma or relevant facilities work experience evidencing the skills and ability to undertake the role.
- Minimum of GCSE grade C or 4 in Mathematics and English at GCSE or equivalent level 2 qualification or relevant work experience evidencing numeracy and literacy.
- UKCC Level 3 coaching award (or equivalent)
- Due to the nature of the work undertaken in this role, the successful applicant will be subject to a satisfactory DBS clearance.
- An in-depth understanding of coaching styles and practical delivery.
- Knowledge of the protected characteristics of the Equality Act 2010, and how to actively ensure in day-to-day activity in own area that those with protected characteristics are treated equally and fairly.
- Knowledge of the sport's organisation at national & regional levels in the UK
- Two years' experience of working in a sports development or similar environment either in voluntary or paid basis
- Understanding of BUCS rules and regulations.
- Experience of financial / budgetary responsibilities.
- Effective problem solving and decision-making skills.
- IT skills including competence in the use Microsoft Word and Excel.
- Positive attitude towards CPD.
- Experience of successfully leading others, preferably in both direct supervision of other paid employees and of volunteers.

### **Dimensions**

You will directly manage others in this role but, even with those you do not, you will still be expected to act as a role model and coach members of the wider team.

### **Planning and organising**

You will be required to manage and prioritise a varied and complex workload to deliver within required time frames, and make a substantial contribution to the management, development and implementation of operational processes.

### **Problem solving and decision making**

You will be working under the direction of a senior manager, but with considerable autonomy to deliver the outputs required. You will be working within the framework of existing policies, processes and procedures for the University and UB Sport, but there will be plenty of scope to review and shape processes. You will take day to day decisions on some of the more complex tasks in the team's remit including identifying next steps as appropriate.

**Internal and external relationships**

This role will be liaising with internal colleagues and stakeholders, as well as external stakeholders, with an expectation on maintaining good working relationships with all.

**Other information**

It is likely that interviews will take place in w/c 15<sup>th</sup> June.

For an informal conversation about the role, you are welcome to contact Ian Pollock, Head of Student Sport at [i.m.pollock@bham.ac.uk](mailto:i.m.pollock@bham.ac.uk)

**Our Shared Values**

*Each professional services area will outline how the values apply in their area and the behaviours expected from colleagues to ensure we embed them in everything we do*

<b>Ambitious</b>	<b>Innovative</b>	<b>Open</b>	<b>Collaborative</b>	<b>Responsible</b>
<p>We are confident in the University of Birmingham and project this globally. We are focused on our goals, are clear about our strengths, and pursue our own direction. We are bold and take intelligent risks.</p>	<p>We enjoy being the first to do things. Inspired by our Birmingham heritage, we are resourceful, creative, grounded, and practical, and seek to make a real and positive difference to the world around us.</p>	<p>We welcome colleagues, collaborators, and students from across the world to work and study with us. We are committed to academic freedom, freedom of speech, and equality of opportunity for all. We expect everyone to act with sensitivity, respect, and fairness.</p>	<p>The major challenges facing our city, nation, and the world cannot be solved if we act alone. We enhance our research and education by pursuing creative partnerships within and beyond the University.</p>	<p>We operate with transparency, trust, and respect. We value our role as an anchor institution for Birmingham. We strive to be an excellent employer, to reduce inequalities in access to education, and to place sustainability at the heart of our work.</p>

We advance

**We activate**

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