

Post Details	Last Updated: 21/04/21	
Job Title:	Performance Officer	
Job Family & Job Level	Sport Delivery	Level 2
Responsible to:	Club Sport Coordinator	
Responsible for:	Scholars	
<p><u>Job Purpose Statement</u></p> <p>The Performance Officer is responsible for the coordination, development and administration of the University's Team Surrey Sports Scholarship programme and other local and national performance sport programmes.</p> <p>The role will work with all current and prospective high-performance student athletes, supporting them to achieve both academically and athletically, as well as working with the Clubs and their coaches who sit within the performance programme. With reference to clubs this role will specifically work to support the day to day management of identified high performing clubs as well as assisting the committees to create and develop the right culture in order for this to be achieved. The role will ensure high quality provision of welfare, careers, and lifestyle support for athletes. This role is also responsible for the relationship with external partners who support the Scholarship programme including Harlequins Rugby Club. The post holder will actively contribute to the success of Team Surrey and improving the experience of Surrey students.</p>		
<p><u>Problem Solving, Accountability and Dimensions of the role</u></p> <p>The post holder must operate in a proactive manner, organising and prioritising their work within the guidelines set by their line manager and within the internally set protocols of the department. The post holder has the latitude to set their own agenda within these parameters and will organise and prioritise their own work to ensure that key deadlines and objectives are met, with supervisory approval. The post holder is expected to contribute to the shape and direction of Team Surrey, to ensure that it supports the Surrey Sports Park (SSP) vision.</p> <p>The post holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar. When faced with issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply their judgement and initiative in order to find an appropriate resolution. Where the post holder faces issues/problems which are of a more complex nature and fall outside of the scope of the post holder's experience, guidance may be sought from their line manager. The post holder is required to develop an understanding of the strategy and priorities of the Sports Park in order to contribute to decisions on how to develop sport activities in support of this.</p> <p>As the post holder is involved in the delivery of initiatives and events in order to attract and retain student athletes, they will frequently be required to take a creative approach to their work to ensure sufficient marketing and social media opportunities for planned activities. The post holder must be able to confidently liaise with key stakeholders across the university, SSP and potentially other sporting organisations and National Governing Bodies (NGB's)</p> <p>The post holder is expected to suggest improvements to current working methods or systems and to advise the Club Sport Coordinator where there are specific issues which need to be addressed. They are expected to take a pro-active approach to identifying ways to address these and to implement them under the guidance of their line manager, where appropriate. Whilst directly reporting to the Club Sport Coordinator, the post holder will work closely with the Vice President Activity and the Student Activity Manager both located within the Students Union, and with the various club coaches</p> <p>The post holder has no direct supervisory responsibility and although they do not have direct budgetary responsibility their work will directly impact the financial cost of delivering student sport.</p>		
<p><u>Background Information/Relationships</u></p> <p>Surrey Sports Park is at the heart of sport and physical activity in Surrey, and our mission is to deliver the best possible sport, health, and wellbeing experience to our University of Surrey students and to the wider SSP community. We provide 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, and our community impact is significant both culturally and physically.</p>		

The post holder will work closely with all Sports Park staff and both internal and external guests.

This job purpose reflects the core activities of the post. As SSP and the 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. SSP expects that the post-holder will recognise this and will 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.

Qualifications and Professional Memberships	Essential/ Desirable	
HNC, A Level, NVQ 3, HND level or equivalent with a number of years relevant experience OR Broad vocational experience, acquired through a combination of job-related vocational training and considerable on the job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.	E	
TALS qualification	D	
First Aid Certificate	D	
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/ Desirable	Level 1-3
Knowledge and experience of student sport.	E	2
Comprehensive knowledge of elite sport and performance pathways	D	2
Working knowledge of MS Office	D	2
Knowledge of British University and College Sport (BUCS), national governing body schemes and government initiatives relating to performance sport.	E	2
Experience of working with student athletes, coaches, and other support services.	D	2
Special Requirements:	Essential/ Desirable	Level 1-3
To work during unsocial hours, including early mornings, late evenings and at weekends.	E	n/a
Disclosure and Barring Service Clearance	E	n/a
Commitment to undertake relevant CPD training.	E	n/a
Core Competencies 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.	Level 1-3	
Communication	2	
Adaptability / Flexibility	2	
Customer/Client service and support	2	
Planning and Organising	2	
Teamwork	2	
Continuous Improvement	2	
Problem Solving and Decision-Making Skills	2	

Leadership / Management	1
Creative and Analytical Thinking	1
Influencing, Persuasion and Negotiation Skills	1
Strategic Thinking	n/a

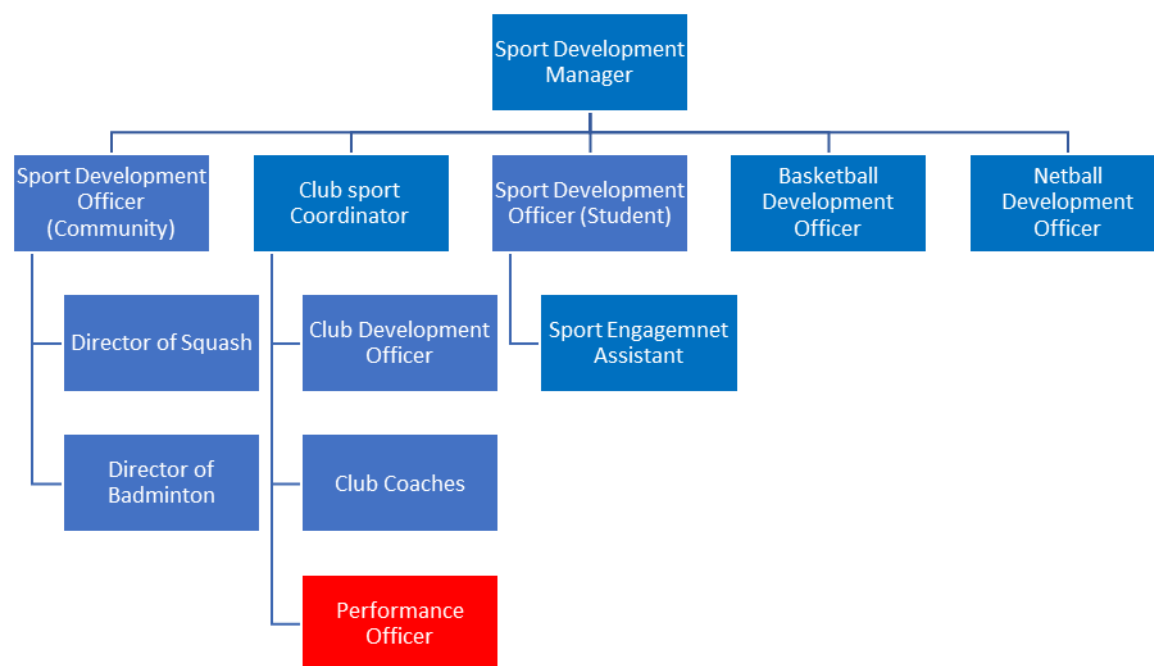
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with Surrey Sports Parks Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and Surrey Sports Parks Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Key Responsibilities

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.

1. Coordinate and administer the University's Team Surrey Sports Scholarship programme including the application and shortlisting process, setting reporting KPIs for the University, along with advertising and publicity, providing information to students, communication and administering supplier and student payments.
2. Assist with the recruitment of new athletes to the programme each year by answering any incoming application enquiries and helping at any University Open Days / recruitment events
3. Provide regular reports on athlete performances to the Lead S&C coach.
4. Provide regular reports to the University on athlete performance and return on investment
5. Work with relevant academic and other departments to ensure high quality provision of education, welfare, careers, and lifestyle support for athletes.
6. Liaise with NGB Performance staff, SSP performance staff, Lead Coaches, parents, and students on the recruitment of prospective students and support of current students.

7. Provide regular one to one support and mentoring to Sports Scholars and TASS athletes through lifestyle support (TALS).
8. Work closely with the marketing team to create communication and marketing campaigns for the promotion of the University's Team Surrey Sports Scholarship programme
9. Lead and/or collaborate with relevant staff members on a variety of campaigns and events during the year that improve and enhance the student experience. These include Active Freshers, Varsity, GradSport, etc.

N.B. The above list is not exhaustive.