University of Edinburgh

Job Description 004

1. Job Details

Job title: Sport and Exercise Medicine Manager (SEMM)

School/Support Department: Corporate Services Group

Unit (if applicable): Centre for Sport and Exercise - FASIC

Line Manager: Director of Sport and Exercise

2. Job Purpose

To manage and direct FASIC’s multi-disciplinary team, and be responsible and accountable for its staff, finance, management and development to provide the highest quality sport and exercise medicine services for the benefit of CSE members, the University community and external groups, from recreational level to elite.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>1. Participate as a full member of CSE’s high level (weekly) Senior Management Group, contributing to policy formulation, strategic planning and review, and operational decision-making. 10%</td>
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<td>2. Develop, implement and review the business and financial elements of FASIC, ensuring that all administrative, operational and financial systems are efficient and effective in achieving key performance indicators. 30%</td>
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<td>3. Manage and organise FASIC’s multi-disciplinary staff team providing positive mentoring support, annual review and cpd opportunities to deliver a high quality efficient and effective service in accordance with CSE’s business plan, customer expectations and FASIC’s policies / procedures. 20%</td>
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<td>4. Represents FASIC in professional meetings across the University and beyond in order to expand business opportunities, develop partnerships and raise the profile of FASIC, CSE and the University. 10%</td>
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<td>5. Provide expert clinical assessment and treatment to patients allocated in order that all clinical outcomes are achieved and to uphold the high reputation of FASIC, locally, nationally and internationally. 25%</td>
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<td>6. Ensure all standards of professional development and health and safety legislation are strictly adhered to, in order that clinical services are of the highest possible standard and comply with regulatory bodies and University procedures and instructions. 5%</td>
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4. Planning and Organising

- Preparation of the annual business plan and budget; monitoring, checking, providing monthly updates at SMG and meeting key performance indicators (kpi’s).
- Responsible for the daily, weekly, monthly planning and organisation of FASIC’s activities and staff, adjusting workloads where necessary, to meet the demands of a very busy service.
- Responsible for planning clinical programmes for individual patients on a daily basis (according to a tailored schedule with specific goals/targets/outcomes) to ensure a progressive and ultimately successful treatment regimen.

5. Problem Solving
o Balancing and developing FASIC’s work programme and aspirations within a context of contained resources.

o Optimising and prioritising workloads, mentoring and advising, to ensure all staffing issues meet CSE and University policy and procedures.

o Serving as a member of CSE’s SMG in addressing wider issues affecting policies, procedures and future plans.

o Assessing complex medical conditions to promote and provide optimal clinical care.

6. Decision Making

o Determining and evaluating entrepreneurial activities around FASIC’s business and how to accommodate them within existing policies/procedures.

o Sourcing and implementing systems (eg staff training, IT systems, clinical development) to improve the efficiency and effectiveness of service delivery and to meet kpi’s.

o Interpreting financial information and decide on budgets and adjustments; staffing levels; fee structures to ensure optimal business performance.

o Determining when patients require further medical intervention and investigation.

7. Key Contacts/Relationships

CSE staff (Director; Senior Management Group; SC operational staff); EUSU (and constituent clubs); FASIC staff (Physiotherapy manager, Medical Director, secretaries, clinical staff); Academic Departments, medical consultants; CSG departments eg E/B, H&S, MIS, suppliers; national and local sports agencies eg. Scottish Institute of Sport, British Olympic Association, Lothian Health Board, Scottish Executive; other universities UK and world wide.

8. Knowledge, Skills and Experience Needed for the Job

o BSc (or equivalent) in a health profession relevant to sport & exercise medicine preferably with a relevant post graduate qualification & a minimum 10 years post qualification.

o Documented evidence of staff management, multi disciplinary team experience.

o Ability to lead, audit, manage and maximise financial resources.

o Documented evidence of work with elite sport performers.

o Ability to work under pressure, meet deadlines and prioritise workload and that of others.

o Excellent problem solving skills and decision making; ability to work on own initiative and manage complex issues. A proven record of leadership.

9. Dimensions

Line managing multi disciplinary clinical staff team of 35 (encompassing full-time, part-time and sessional physiotherapy/podiatry/massage/medical professionals) in clinic with 12,000+ treatment sessions per annum (20% elite sports people); manage income of £370k and control £400k expenditure. FASIC is the leading Sport and Exercise Medicine Centre in Scotland and one of the largest and foremost centres in the UK with an international reputation for excellence.

10. Job Context and any other relevant information

Operating in a fast growing and hugely developing professional area. Sport and Exercise Medicine has just been recognised, by UK government charter, as a medical speciality in its own right. The opportunities for growth in FASIC services, in partnership with academic departments, other leading UK universities and medical professional bodies are vast. FASIC is already in the forefront of providing medical services to elite athletes in Scotland/UK, through clinics and engagements / contracts with teams and by staff representation at major sporting events e.g Olympics, Commonwealth Games.