Job Title: Head of Physical Activity & Health

Unit/School: Cardiff Met Sport

Grade: 8 A/B

HERA: CMETS47

Core purpose of role

At Cardiff Met University we want to be recognised as a leading UK institution for sport and in this role, you will pioneer change across existing structures, modernise the sport and physical activity pathway and develop a sector leading model of integration across University & Community sport and physical activity. As Head of Physical Activity and Health, you will be responsible for the strategic leadership and development of the physical activity pathway adopting a whole system approach. You will be an expert in sport, physical activity and community development with a proven track record of leading programmes & teams related to community engagement and interventions, active young people's programmes, equity, diversity and inclusion, community workforce development and mental health and wellbeing. You will be responsible for managing and cohering work across both University & Community programmes, working with a range of key internal & external partners including Sport Wales, Cardiff Council, , Cardiff and Vale University Health Board, Public Health Wales, Student Services, Community Clubs and third sector organisations.

Key responsibilities and contributions

- As a Leader within Cardiff Met you will provide direction, enable action and encourage decision making in others. You will use the strengths of your people and support flexible working and the wellbeing of your team. You will have regular collaborative one to ones and role model our values.
- Drive the implementation of a new and enhanced Physical Activity and Health structure. Providing expert insight, direction and interdisciplinary working across both internal and external areas of work including our funded partners to ensure continued improvement and advancement in health and wellbeing of all participants.
- Influence regional and local partners strategic development plans to maximize opportunities for growth potential and services delivered by Cardiff Met Sport on key partners behalf.
- Responsible for the implementation, development and review of the Physical Activity and Health strategic approach and execute against it delivering agreed outcomes and KPI's, aligned to Met Sport and University wide strategic objectives.
- Drive collaboration with Cardiff and Vale Health Board to deliver the Move More Physical Activity and Sport Strategy for Cardiff. Playing a key role in delivering the Move More Action Plan ensuring team alignment and a whole system approach to the strategy and action plan.
- Drive the development of our Wellbeing support for students and staff, working with key partners including student services and people and organisational development to develop a sector leading student and staff wellbeing programme.
- Set annual income & expenditure targets for all Physical Activity and Health teams with the Assistant Director & ensure delivery against KPI's.

- To be the designated safeguarding lead for the Physical Activity and Health team. Working collaboratively with the Designated Safeguarding Team and Local Safeguarding officer to ensure all safeguarding procedures are implemented across the Physical Activity and Health team.
- Participate in continuing professional development, keep abreast of industry changes, benchmarking against the sector and contribute to the development of a programme of services and facilities, ensuring that it is in line with current trends and meets the needs of on and off campus communities.
- Act as a brand champion for the university by living our values and behaviours, and ensuring our work and approach is consistent with our values and best practice.

Person specification

Essential qualifications / Professional memberships

- Ordinary / Honours Degree or equivalent range of professional experience in a similar leadership role.

Essential experience, knowledge and skills

1. Knowledge & applied experience of the UK sport, physical activity and health systems
2. Experience of successfully leading and motivating a team, developing people and fostering engagement.
3. Experience of communicating and influencing at senior levels in large units or organisations.
4. Proven experience of developing and building strong relationships with both internal and external stakeholders, groups and customers.
5. Proven ability to think creatively and find innovative solutions to complex & challenging problems
6. Strong financial literacy including managing and controlling budgets.
7. Knowledge of Health & Safety and it's effective application across multiple programmes, with demonstrable experience of completing NOP's & RA's
8. Experience of managing and supporting complex projects and change programmes.
9. Excellent understanding of community engagement with demonstrable skills and abilities which enable you to relate and provide guidance to sport, physical activity and health practitioners.
10. Exceptional organisational & planning skills, able to compile effective strategy & business plans and execute against them

Desirable

1. CIMSPA Membership or the ability to attain.

Welsh skill requirements
Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: Welsh language skills levels. If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements
This post requires an enhanced DBS check.

Supporting information
The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and

our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedure