

## **JOB DESCRIPTION: INTERIM DIRECTOR OF MEDICAL SERVICES (12 MONTHS)**

---

### **BACKGROUND**

The Director of Medical Services is a member of the EIS Senior Leadership Team with collective accountability for leading and delivering the EIS mission to deliver outstanding support that allows sports and athletes to excel. The EIS puts people at the heart of extraordinary performance.

### **OVERVIEW AND PURPOSE:**

Within the EIS the Director leads the Medical Services team of Doctors, Physiotherapists, and other health practitioners, both employees and contractors. A core purpose of this role is to jointly lead the EIS Athlete Health strategy with the Director of Athlete Health to effectively plan and deliver athlete physical and mental health best practice within and across sports to optimise availability for preparation and performance. The relationship with the EIS Director of Athlete Health is a critical one as they have accountability for the strategic leadership, planning and network provision of this strategy, ensuring seamless operational delivery. The Director of Medical Services is the professional practice and governance lead and, working closely with the Head of Medical Services, ultimate line manager for EIS health practitioners working in sports and at EIS sites.

As the most senior medical professional in the EIS, the Director of Medical Services plays a critical high performance sport system wide leadership role in advising and guiding across system partners (BOA, BPA, National Governing Bodies (NGBs), Home Countries Sports Councils) on the required professional standards and governance that should be in place in sports organisations. This post extends to playing a pivotal role working with government and governing bodies in the provision of guidance in managing priority health issues, for example, the Covid-19 pandemic and concussion.

Along with other members of the EIS Senior Leadership Team, a significant part of the role is about leadership of the EIS, and the post holder will be expected to take shared accountability for setting the leadership tone and enabling a high performance and motivational culture across the organisation.

All leaders in the EIS are expected to show active commitment to and support in embracing equality, diversity, and inclusion in their teams and across the organisation.

Key relationships will include

- EIS, UKS, BOA, BPA Senior Leaders
- National Governing Body Athlete Health leaders

- NGB performance directors and head coaches
- Home Country Sports Institute Athlete Health leaders
- A range of external specialist in the field of sports medicine and wider athlete health
- Representing the EIS on medical matters with Government agencies as required

This role is being advertised on an interim basis of 12 months whilst a review by the new CEO is undertaken of the organisation of medical services which will advise on the future optimum structure.



**Salary scales:** £114,840 - £139,446 p.a. pro rata

**Grade:** Level 4 (Sports Medicine). The grade and salary will be significantly dependant on the level of skills and experience of the successful candidate.

**Hours of Work:** The current role is scoped at 0.8 full time equivalent (i.e., equivalent to 4 days a week). Applications for more flexible working hours will be considered and, if appropriate, the contracted hours may be reduced. Working hours may include working outside normal office hours at evenings and weekends and on Public Holidays.

**Location:** The normal place of work will be one of the eight regional EIS hub sites with the ability for some home working. The job holder is expected to work from wherever they can be most effective. Travel within the national network will be required and the EIS may from time to time require you to travel to and work at other regional and national offices.

**Responsible to:** EIS CEO (National Director)

**Responsible for:** The recruitment, line management, quality assurance and governance of Sport and Exercise Medicine (SEM) Physicians, Physiotherapists, and other selected health practitioners; setting standards of good medical governance within the UK high-performance sport system and supporting NGB World Class Programmes and high-performance sport organisations to meet those standards; devising, implementing, and evaluating priority high-performance sport sports medicine initiatives e.g., concussion management, health screening, infectious disease management; circa 44 employed and contracted SEM Physicians and 107 employed and contracted Physiotherapists

**Budget responsibilities:** Circa £50,000 operational budget p/a



## ROLE SUMMARY

This role does not involve hands on clinical delivery to patients; rather it's the leadership, management, and development of health services, practitioners, and facilities across the EIS network. However, the role can be combined with a SEM Physician role(s) operated by the post holder in addition to this post. Key elements are to:

- Strategically lead the high-performance system (with other senior medical professionals working in sports) in the context of defining the professional standards and governance requirements for elite sport and ensuring a sustainable pipeline of appropriate quality talent.
- Lead and manage the development, delivery, evaluation and governance of health services and facilities across the EIS network.

- Maintain close working relationship with a range of stakeholders including all NGB World Class Programme Chief Medical Officers.

## KEY RESPONSIBILITIES

1. Along with members of the EIS SLT, lead the delivery of its mission 2025 strategy, driving a culture of excellence in technical and service delivery to sports with a specific focus on collaborative delivery of the EIS Athlete Health Strategy.
2. Provision of professional medical expertise in relation to medical ethics, governance, and public health matters through defining, communicating, and assuring clear professional and ethical standards with respect to health services for use across the high-performance system. Specifically, to lead the high-performance system standards of good medical governance
3. Accountability for the leadership and management of EIS health practitioners (SEM Physicians, Physiotherapists, and other designated health care providers) network to ensure that world class services are developed and delivered through their effective recruitment, selection, induction, development, and governance.
4. Work closely with World Class Programme sports to define and deliver health services and practitioners that meet the required standards of quality and governance and deliver to sports' and athletes' specific needs.
5. Drive the advancement of knowledge and practice of health provision across the UK high performance system towards measurable impact on Olympic and Paralympic medal performance and potential through continuous horizon scanning externally in the field of sports medicine generally, and specifically in our major competitive nations.
6. Ensure there is comprehensive provision of continuous professional development that ensures the EIS health services are delivered at world leading standard.
7. Lead and manage a multi-disciplinary approach to health services that includes support staff from relevant disciplines within the EIS network and governing bodies of sport.
8. Lead partnership working for this function within the EIS with important stakeholders and partners internally and externally such as external medical groups, UK Sport, BOA, BPA, UKAD, BAC and the home country sports institutes.
9. Ensure effective record keeping of athlete (patient) information using secure electronic systems and through clear professional protocols for its use within the rules of professional confidentiality.
10. Lead on ad hoc strategic projects or applied research as required and prioritised

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

## PERSON SPECIFICATION – INTERIM DIRECTOR OF MEDICAL SERVICES

Sitting at the heart of the UK high performance sport system, the role holder will quickly need to build personal and professional credibility with partners in sports, being visible in their environments and developing deep relationships with the key leaders in sports and maintaining real 'customer focus'

The underlying values of the organisation are Innovation, Collaboration, Excellence, Care and these underpin the person specification for the role which describes the knowledge, skills, aptitudes, experience and qualifications that the English Institute of Sport deems as necessary for successful performance in the job role.

Competency Area	Essential / Desirable	Assessed by
<b>Qualifications</b>		
Full registration with the GMC (or equivalent) for a minimum of 10 years	Essential	Sight of certificates
Fellowship of the Faculty of sport and exercise medicine (UK) or international equivalent	Essential	Sight of certificates
An MSc, MD or PhD (or equivalent) in Sport and Exercise Medicine	Desirable	Sight of certificates
Training and experience in General Practice	Desirable	Sight of certificates
A current first aid or life support qualification from a recognised organisation	Desirable	Sight of certificates
Qualification or recognised management / leadership development or be prepared to work towards	Desirable	Sight of certificates
<b>Experience</b>		
At least ten years' experience in the provision of medical services to elite athletes and coaches. This experience should include extensive work with national teams and their athletes	Essential	Application / interview
Experience of having worked at a senior leadership level in an organisation	Essential	Application / interview
Experience of having managed a significant team	Essential	Application / interview
Experience in analysing high performance sports system needs and driving change to enhance health service effectiveness	Essential	Application / interview
Experience of analysing a range of sports in relation to their medical needs	Essential	Application / interview
Experience of developing, implementing and evaluating medical programmes for individual athletes within elite sport	Essential	Application / interview
Experience of strategic planning, implementation and monitoring of medical support to high performance athletes	Essential	Application / interview
A verifiable record of management within a multi-disciplinary team in the delivery of health services to high performance sport	Essential	Application / interview
Experience of innovation in the assessment, monitoring and management of high-performance sports squads within the bounds of orthodox medicine	Essential	Application / interview
Experience of successfully developing, leading, and	Essential	Application /

implementing new systems and structures to achieve world class standards		interview
Have travelled with a team to major international competition at senior level (e.g. Olympic or Paralympic Games, World or European Championships or Commonwealth Games).	Desirable	Application / interview
<b>Knowledge &amp; Skills</b>		
Excellent leadership skills to lead, manage and develop a team of specialists and practitioners and work with multidisciplinary support teams with the aim to develop high performing individuals and teams	Essential	Application / interview
Experience of building strong productive relationships and working with senior leaders across a network of services	Essential	Application / interview
Strong influencing skills in a context of navigating complex relationships sensitively internally and externally	Essential	Application / interview
Excellent communications skills, confident in representing the professions and the organisation internally and externally and in making the complex data simple to understand and interpret	Essential	Application / interview
The ability to think strategically and bring innovative and external thinking to the continuous development of the professions	Essential	Application / interview
Excellent problem solving and decision-making skills	Essential	Application / interview
Strong personal integrity with the ability to inspire trust and respect from others	Essential	Application / interview
Excellent interpersonal skills with a clear focus on being a team player	Essential	Application / interview
An excellent understanding of leading-edge sports medicine diagnosis and clinical management of elite performers	Essential	Application / interview
A thorough understanding of the needs of elite athletes and coaches in a high-performance environment and an ability to effectively communicate clinical information	Essential	Application / interview
A thorough understanding of the various sports science and medicine disciplines	Essential	Application / interview
Thorough and up-to-date understanding of the doping rules and regulations in sport	Essential	Application / interview
Embedding equality, diversity and inclusion values and principles in all ways of working and in the delivery of the Performance Planning Strategy	Desirable	Interview