

Job Description

Post Title

Head of Academy Medical Department

Department/Location

Huddersfield Town AFC Academy, the Millers Oils High Performance Complex

Reports To

Academy Manager

Responsible For

Academy Physiotherapist
Academy Sports Therapist/Rehabilitator

Purpose of the Role

Working closely with the Academy players/teams and associated staff, the post holder will lead on the operational delivery of medical support services within Academy training and match play, while minimising the impact of illness and injury across all Academy players and teams.

Functional Links

Internal: Academy Manager
Strategic Advisor – HTAFC Academy
Football Administration Manager
Head of Medical Services (First Team)
Club CEO
Directors
Staff and Managers throughout the Club and Foundation

External: Other Clubs' Academy Managers
Other Clubs' Medical staff
Premier League and English Football League
Football Association (FA)
League Managers Association (LMA)
Professional Footballers' Association (PFA)

Key Performance Indicators

- Preventing unnecessary injury or illness to players while still allowing players to maximise their development.
- Rehabilitation following illness and/or injury is achieved in the most efficient way possible while allowing players to return to play in a better physical state than they were previously.
- The Academy Medical department is well-managed, with effective communication between all members of the team and across the wider Academy staff, to ensure all matters regarding players' fitness are shared and discussed appropriately.



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Role Specific Responsibilities

The post holder will:

- Be responsible for the operational management of the Academy Medical team and players (from a health, fitness, injury management, and rehabilitation perspective) across all Academy playing squads.
- Lead the Academy Medical department standards within both professional and clinical competency.
- Lead in the clinical management of the Academy playing squads for illness and injuries.
- Supervise the clinical preparation and management of all Academy playing squads on both training and match days (home and away fixtures).
- Travel to away fixtures as necessary.
- Lead in the rehabilitation process of all Academy injured players.
- Maintain a comprehensive database of note-keeping in accordance with professional standards requirements.
- Lead and assist in writing and continually updating the department's standard operating procedures.
- Lead and manage others in the Academy Medical team including acting as a mentor and undertaking performance reviews, setting, and monitoring performance-related objectives, and providing general support as necessary.
- Coordinate the Academy Medical team's schedule, ensuring appropriate rest breaks and time off for all team members.
- Execute additional tasks as required to meet the changing priorities of the Academy and the Club.

This job description is not intended to be exhaustive, and the post holder is also required to undertake any other duties as may reasonably be required by the Academy Manager, the Huddersfield Town Chief Executive Officer, or any other senior leader/Director within the Club, commensurate with the level of the post.

Behaviour/Conduct

The post holder is required to:

- Be proactive with workload and interventions.
- Seek to continually develop their skills and knowledge.
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.



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- Communicate appropriately at all levels.
- Be flexible to fit the development and growth of the organisation.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and
- Respect others and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics, as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. and the Huddersfield Town Foundation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the Head of Academy Medical Department will be involved in supervising and working with children, young people and/or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity, and Inclusion:

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.



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We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.

The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in September 2023.

The proposed review of this Job Description is July 2024.

Person Specification

Post Title

Head of Academy Medical Department



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Area of Expertise	Essential	Desirable
<p>Experience</p>	<ul style="list-style-type: none"> Proven experience of delivering training intervention in elite sport, preferably football. 	<ul style="list-style-type: none"> Previous experience as a line manager/ Head of Department in an elite sports medical department. Experience of Academy football.
<p>Qualifications and Professional Accreditation</p>	<ul style="list-style-type: none"> HPCP registered Physiotherapist. Undergraduate degree (or equivalent) in Physiotherapy, Sports Science, or other relevant discipline. Live FA Level 5 Advanced Trauma Medical Management in Football (ATMMiF) Certificate, or equivalent. Live Child Protection/ Safeguarding certificate. 	<ul style="list-style-type: none"> Postgraduate qualification in Physiotherapy or Sports Medicine. MACP registered. Recognised strength and conditioning qualification (e.g., NSCA, CSCS, UKSCA).
<p>Specific Skills and Knowledge</p>	<ul style="list-style-type: none"> Excellent communication and interpersonal skills evidenced through positive and productive relationships with all stakeholders. Able to develop team members and maximise their potential. Creative approach to problem-solving. Ability to positively influence others. Well-organised and able to manage own workload and multiple priorities. 	<ul style="list-style-type: none"> Excellent IT skills, including the ability to manage and work with data and associated systems (e.g., SAP electronic database system or equivalent).



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Area of Expertise	Essential	Desirable
Additional Requirements	<ul style="list-style-type: none">• Resilient in the face of pressure and a changing landscape.• Passionate about making a difference through sport.• Committed to professional and personal development.• Suitable to work in an environment in which there will be contact with children and young/vulnerable adults.• Committed to equality and diversity initiatives, and inclusive practice.• Full UK driving licence and access to own transport.	<ul style="list-style-type: none">• Flexible approach to work, to meet the needs of the business.