



St Mary's
University
Twickenham
London

Human Resources

Job Description

Job Title:	Programme Director in Applied Sport Psychology
Responsible to:	Head of Department – Sport and Exercise Science
Faculty:	Sport, Health and Applied Science
Programmes Responsible for:	MSc Applied Sport Psychology
Term of Office:	Permanent
	The first 2 years (to end July 2021) will include a Programme Director role. After which the postholder will revert to their substantive post of Senior Lecturer. The post holder will have the opportunity to reapply for programme leadership.
Hours:	Full time (1.0 FTE)
Starting Salary:	Programme Director £48,114 per annum (Band K, spinal point 42)
	Senior Lecturer £42,792 per annum (Band J, spinal point 38)

Faculty Information:

The Faculty of Sport, Health and Applied Science (SHAS) is an internationally-recognised centre with established expertise and resources in running foundation, undergraduate and postgraduate programmes in the areas of sport, health, exercise, psychology and physical education. These programmes are arranged across three departments: Sport and Exercise Sciences, Health Sciences, and Psychology and Pedagogical Sciences. This post is located in the Department of Sport and Exercise Science.

The Faculty is committed to offering students vocationally-relevant programmes of study with the highest academic standards. It has undergone rapid expansion in recent years, with the building of new facilities to support the programmes, and the employment of expert staff. The Faculty's teaching and learning activity is underpinned by significant research and enterprise work and most staff are actively involved in professional associations.

The University is one of London's top-performing sports institutions. Our new £8.5million sports centre was home to athletes from 10 teams during the London 2012 Olympic Games. Today, it is a regular training ground for many international athletes.

Overall Role

To lead and manage the MSc in Applied Sport Psychology which is an existing accredited postgraduate programme with the BPS. The role will ensure effective student recruitment and retention, a high quality student experience and successful student outcomes.

Candidates are invited to apply if they are a Chartered Psychologist with the British Psychological Society (BPS) and hold full membership of the division of Sport and Exercise Psychology, or otherwise appropriately qualified (for example registered with the Health Care and Professions Council).

Candidates will have leading subject expertise in Applied Sport Psychology, with specialist knowledge gained through research activity, professional practice or consultancy. Proven ability to deliver high quality research led teaching within an appropriate field and publication profile commensurate with the post are essential.

Main Duties & Responsibilities

Leadership Responsibilities:

- Lead, manage, recruit, support and develop academic staff within the specified Programme as outlined above ensuring that all University procedures relating to staff are followed appropriately.
- Support the Faculty management team to ensure a fair and even distribution of workload allocation in line with workload planning guidance.
- Promote a culture of transparent and collaborative working based on effective and professional communication.
- Work towards achieving the annually agreed Programme targets aligned to the Faculty's AOP including targets relating to student numbers, student experience, retention, achievement and graduate employment.
- Work in partnership with other departments within the University in particularly Registry, Marketing, International, Research, Teaching and Learning, Enterprise and Student Services.
- Ensure that a student-centred approach is embedded fully within the programmes.
- Work with the Faculty lead on Teaching and Learning Quality and Enhancement, Research, Enterprise and International to ensure that the relevant aspects of these strategies are implemented within the programme(s).
- Proactively develop the subject and course portfolio within the programme(s) seeking opportunities for new and modified programmes in response to changes in demand (students and employers) and to current scholarship and ensuring that the quality and standards of programmes are maintained and enhanced.
- Chair academic misconduct panels and participate in working groups as required.
- Engagement with the higher education sector/ professions to ensure currency of programme and an underpinning scholarly approach.
- Lead programme development in relation to enhancement of student learning opportunities and good practice in teaching and learning.
- Fulfil any other reasonable duties required by the Head of Department.

Programme management responsibilities:

- Manage effective planning, delivery and evaluation of the programme including monitoring of student progress through the University's Personal Tutoring policy.
- Take responsibility for the effective management of programme budgets.
- Work closely with the Marketing and Recruitment teams to ensure the programme is effectively promoted and marketed to potential students.
- Manage appropriate recruitment interviews for potential student applicants
- Ensure efficient student conversion and retention activities, liaising with Recruitment and Admissions team to achieve the best outcomes.
- Ensure compliance with legal requirements, and with University policies and procedures particularly those relating to academic provision and the accuracy of information provided to students (online and print).
- Ensure the programme handbook, module guides, prospectus and any other relevant materials are produced annually according to university requirements and made available through the relevant online platform.
- Ensure appropriate induction sessions are provided for each year of the programme.
- Work collaboratively with Registry in the course and module registration of students, managing the follow up procedure for non-attending students and other activities that are core to student administration
- Manage activity related to the processing of student results, examination boards and external examiners according to university policies and procedures
- Ensure that all policies relating to university quality assurance procedures are followed by the programme(s).
- Manage the programme boards in accordance with university policies, including discussion of student feedback, liaison with programme representatives and consideration of external examiner reports
- Provide a regular report on quality assurance and enhancement matters according to the requirements of the University
- Liaison with the BPS, keeping up to date with developments and ensuring standards are maintained within the programme accreditation/partnership agreement.

The level of teaching may vary depending on the needs of the Faculty and will be determined by the Head of Department. This role is being offered with 200 hours remission from workload for Programme Directorship, and research remission in line with faculty research policy.

PERSON SPECIFICATION

Knowledge & Qualifications	Essential	Desirable
Postgraduate level academic qualification in Applied Sport Psychology	X	
Chartered Psychologist with the BPS and hold full membership of the division of Sport and Exercise Psychology, or otherwise appropriately qualified (for example registered with the Health Care and Professions Council)	X	
Relevant Ph.D. or equivalent	X	

A recognised teaching qualification or professional recognition (FHEA) or willingness to attain this within 18 months of appointment.	X	
Specialist subject expertise within a discipline aligned to Applied Sport Psychology.	X	
Experience of leading a team within an academic environment.		X
An appreciation of the benefits of technology-enhanced learning and of internationalisation		X
Experience of successful innovation in academic provision, designing successful modules and/or programmes of study.	X	
Experience of working collaboratively with other colleagues across University departments.	X	
Knowledge of internal and external quality assurance and enhancement frameworks.	X	
An understanding of the emerging trends in the HE sector in its political, national and international context, and the implications of these for the programme.	X	
A commitment to teaching and learning grounded in scholarship.	X	
Skills & Competencies		
Leadership: ability to establish principles and set direction and motivate colleagues.	X	
Planning and organisation: ability to manage conflicting demands and meet deadlines in a complex and changing environment.	X	
Interpersonal skills: ability to relate to others with tact and diplomacy.	X	
Analytical and creative thinking: ability to conceptualise and analyse problems and to synthesise complex sets of information and ideas.	X	
Collaboration: ability to work with senior colleagues within agreed framework.	X	
Communication: ability to communicate clearly and effectively both orally and in writing.	X	
Planning and organisation: ability to assess and implement priorities.	X	
Negotiating and influencing: ability to deal positively and creatively in situations that require negotiation, influence, persuasion and conflict management.	X	

A commitment to ongoing professional development and keeping up-to-date with developments in your area is necessary.	X	
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For further information candidates are invited to contact Dr Leanne Griffiths (Leanne.Griffiths@stmarys.ac.uk/ 0208 240 2318)

St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.