



SECTION	HR
POLICY / PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	November 1, 2023
DATE OF REVIEW	November 10, 2023

Department:	Football
Job Title:	Head of medical
Salary:	Competitive (consummate with experience)
Contract type:	Full time - Permanent
Hours:	There are no standard hours of work for this role but the minimum contracted number would be 37.5 hours per week over the course of seven days, when deemed necessary. The candidate will be required to have a flexible approach to working hours, including match days and such hours as necessary for the full and proper performance of the role taking into consideration the nature of the club's business.
Responsible to:	First team manager & chief executive of Club Doncaster
Location:	Elite Performance Centre, Cantley Park Doncaster DN4 7FP and Eco-Power Stadium, Stadium Way, DN4 5JW
Regular working hours:	Office hours are Monday to Friday 9.00am – 5.30pm. With this post, there will be weekend and evening work as part of the nature of the Club Doncaster organisation.

Purpose of the post:

To act as the most senior person within the medical department of Doncaster Rovers Football Club. To lead on the medical provision of services, managing medical staff across the club & being the named contact for the senior team.

With the direction of the senior management be a driving force of the philosophy on and off field, promote the visions and values of the club.

From a medical expertise, support the promotion of the vision of the club, through strategic planning, operational management and good leadership of people.

Key Duties and Responsibilities:

- Provide a quality, evidence based, and accessible medical service to all playing staff.
- Play a supportive, active, part of the senior backroom team, and be involved in the attendance of appropriate planning meetings, player updates, and advisory group to the manager in relation to players.
- Be the lead medical cover for all senior team related fixtures, training sessions, and related events.
- In conjunction with the sports science department, produce recommendations and appropriate plans to ensure that players prehab and rehabilitation plans are accurate and give all players the opportunity to reach their highest potential.
- Ensure that all players are medically screened over the course of the season, with individual player plans reviewed and amended where appropriate.
- Lead on all pre signing medical screenings in conjunction with the senior management team, and report findings and recommendations prior to contract offers.
- In conjunction with the back room department, review squad fitness levels and assist to identify trends in relation to fitness.
- Lead on the organisation of all necessary medical investigations appointments, including MRI, X ray and external consultant appointments.
- Provide regular and accurate injury progress reports to the senior management team and board.
- Support as line management (as clinical supervision) to all medical roles across the football department, including students, sports therapists, academy head of physiotherapy and part time physiotherapists.
- Ensure that all players, at all times, receive the most efficient and comprehensive medical care possible.
- Lead on the internal and external CPD medical programme for the department.
- Oversee and ensure that all medical records and PMA programme is kept up to date and in line with GDPR.
- In conjunction with the club secretary, manage the medical budget, ensuring best value for all consumables and equipment.
- To ensure that all recommendations delivered by statutory bodies such as the FA, EFL, and PL, are undertaken in respect of medical practice. This includes the delivery of Club key performance indicators, and elite player performance plan audit recommendations.
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through positive service delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Big Bang and Festival of Sport weekend.
- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Club Doncaster Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self / Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

Important information

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The FA CRB system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Personal Skills/Characteristics

<p>Experience</p> <ul style="list-style-type: none">• Minimum of 5 years post qualification experience within a professional football environment.• Previous experience working within a senior and first team elite football role.• Previous experience of managing and mentoring staff across sites and differing timings within an elite sports environment.• Significant experience of working with elite athletes through prehab and rehab plans.• Working within a team and managing conflict & differing priorities.• Excellent written and verbal communication skills.• Ability to plan own workload and prioritise.• Ability to self-motivate and work independently.• Previous experience in accountability for working within a budget & best value.• Previous experience of coaching and delivering sessions to injured elite players.
<p>Qualifications and training</p> <ul style="list-style-type: none">• Chartered Physiotherapist – HPC Registered.• Current ATMMiF qualification or higher qualification accepted and approved by the FA & FMA.• Post graduate qualification (Physiotherapy related), or evidence of continued high level CPD through appropriate authorities.• Appropriate high level safeguarding training, or the willingness /ability to undertake appropriate training• Evidence of formal education detailing a good level of general education.• Formal IT experience and experience of the PL PMA system, and relevant online medical recording systems.
<p>Special skills and knowledge</p> <ul style="list-style-type: none">• A strong understanding of issues surrounding the treatment and care of elite players.• Significant understanding and experience of delivering player care plans, including prehabilitation and rehabilitation programmes.• An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community• Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system• Experience & awareness of the professional football environment, and its dynamics.• Experience in supporting and mentoring the development and differing needs of players and staff to grow to their full potential.
<p>Personal qualities</p> <ul style="list-style-type: none">• Positive attitude with the ability to motivate and enthuse individuals and groups.• Excellent written and verbal/presentation communication skills.• Ability to prioritise and meet deadlines.• Strong interpersonal skills.• Strong communication skills.• Flexible and empathetic to the changing nature of the industry.
<p>Personal circumstances</p> <ul style="list-style-type: none">• Ability and willingness to work outside normal hours, including evenings and weekends.• Full driving licence
<p>Physical Requirements</p> <ul style="list-style-type: none">• No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)• Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.