

Job Title: Head of Athlete Health & Performance Assurance

Department: Performance WCPP

Salary: Grade 4 £50,000 - £72,000 pro rata (3 to 4 days per week)

Direct Reports To: Performance Director

Reports: Sports Science and Sports Medicine Practitioners

Location: British Judo National Centre & Head Office, Walsall or Hybrid Option.

Key Relationships: UKSI, University of Wolverhampton, UK Sport, Sport Science Sport Medicine Staff, WCPP Coaches, Performance Leadership Team.

Purpose of the Role

The Head of Athlete Health & Performance Assurance will provide administrative and compliance support across medical, health and safety, classification and anti-doping requirements within the British Judo Association (BJA). The role ensures that essential checks, records and documentation are accurate, up to date and aligned with BJA's operational standards.

Although this position is non-strategic, it will be responsible for ensuring the delivery of key elements of the British Judo WCPP strategy, a key member of the Performance Leadership Team and managing the Sport Science and Sports Medicine practitioners to ensure KPIs are met across the department.

Key Responsibilities:

- Manage the Sport Science and Sport Medicine Practitioners to meet the requirements of the WCPP.
 - Managing H&S processes and training to ensure the wellbeing of the staff and athletes is maintained.
 - Ensuring effective Medical Compliance, UK Anti-Doping and Classification.
 - Responsible for the delivery and evolution of athlete health and wellbeing strategies across the programme.
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Key Responsibilities

1. Management of Performance Support Services.

- Line manage SSSM practitioners supporting them in achieving KPIs and Personal Development Plans.
 - Supporting the annual and quadrennial planning process with to connect athlete Medal Winning Plans and Coaching plans to SSSM activity.
 - Be the main contact point for the UKSI together with the Performance Director
 - Coordinating SSSM data to support performance planning and problem solving.
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2. Medical Administration & Compliance

- Maintain accurate records of medical-related qualifications, certifications and checks.
 - Monitor expiry dates and coordinate renewals for required medical and first-aid qualifications.
 - Conduct routine checks of first-aid kits, treatment room supplies and essential medical equipment.
 - Ensure appropriate documentation is filed securely and in accordance with BJA policies.
 - Assist with administrative tasks associated with medical screenings or required assessments.
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3. Anti-Doping Compliance Administration

- Coordinate delivery of the BJA's Anti-Doping Framework in line with established guidance.
 - Track and record completion of required anti-doping education for athletes and designated staff.
 - Maintain the Therapeutic Use Exemption (TUE) register and ensure annual reviews are scheduled and documented.
 - Prepare administrative reports or updates for internal governance processes.
 - Ensure required compliance tasks are diarised, completed and documented.
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3. Health & Safety Coordination (Administrative)

- Act as an administrative point of contact with external health and safety contractors.
 - Track outstanding actions, training and inspection schedules and ensure documentation is filed.
 - Assist with follow-up on routine facilities and health and safety tasks.
 - Conduct periodic on-site compliance checks (typically 1–2 days per month) to verify that basic operational requirements are met.
 - Maintain logs and trackers for facility-related compliance tasks.
 - Assist with simple operational tasks that support the safe and compliant running of the National Training Centre.
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4. Classification Administration

- Support the administration of athlete classification documentation.
- Maintain records, track renewal dates and ensure appropriate paperwork is updated.
- Liaise with internal performance staff to ensure classification requirements are completed in line with processes.

6. Data, Reporting & Governance Support

- Maintain spreadsheets and compliance trackers across medical, anti-doping, H&S and classification requirements.
- Prepare routine administrative reports for internal governance meetings.
- Support document management and version control to ensure accurate and accessible record keeping.
- Support the Performance Operations team with general administrative requirements as needed.

Key Success Measures

- **Strategic Alignment & Delivery**
 - Ensure all SSSM activities are aligned with WCPP strategy and British Judo KPIs.
- **Practitioner Management**
 - Management of the SSSM team, keeping staff development plans up to date and appraisal processes to support the team in delivery.
- **Operational Excellence & Compliance**
 - Maintain full compliance with UKSI and BJA standards and ensure the National Training Centre operates as a high-performance hub.
 - Accuracy and completeness of compliance records and documentation.
 - Timely completion of medical, anti-doping, classification and H&S administrative requirements.
 - Clear and accessible compliance tracking systems supporting BJA operational efficiency.
 - Effective coordination with BJA staff, contractors and relevant partners.
- **Data Integration & Insights**
 - Implement integrated performance data systems and provide timely, accurate reporting to stakeholders.
- **Athlete Health & Wellbeing**
 - Deliver comprehensive health and wellbeing plans for all athletes and reduce time-loss injuries.

Skills and Competencies

- **Collaborative Working:** Proven ability to work collaboratively within a multi-disciplinary support team
- **Operational Expertise:** Strong knowledge of compliance, safeguarding, and governance frameworks.
- **Data Literacy:** Ability to leverage analytics for strategic improvements.
- **Relationship Management:** Skilled in building trust and collaboration across diverse stakeholders.

- **Communication:** Clear and professional written communication. Ability to liaise effectively with internal staff and external providers.
 - **Strong IT skills,** including Microsoft Office and basic data management.
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Values and Behaviours

- Models British Judo's core values of respect, modesty, friendship, courage, courtesy, honour, honesty, and self-control.
 - Promotes inclusivity and collaboration across all organisational levels.
 - Demonstrates accountability and innovative thinking in decision-making.
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Qualifications and Experience

Essential:

- Strong understanding of Olympic and Paralympic systems.
- Experience in an administrative, coordination or compliance-related role.
- Ability to handle confidential information appropriately.
- Experience of delivery and monitoring of SMART objectives in a High-Performance environment
- A broad understanding of technical performance solutions (coaching, science, medicine and technology)
- Current safeguarding certification and enhanced DBS clearance.

Desirable:

- Experience as a practitioner or working with a multi-disciplinary team within sport science and sport medicine.
 - Experience working in a regulated or compliance-driven environment.
 - Familiarity with basic H&S, anti-doping or safeguarding processes (non-specialist).
 - Experience working within a sport, charity or not-for-profit organisation.
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Special Conditions

- Flexible working hours.
 - Subject to annual performance review and compliance with British Judo policies.
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Accountability Framework

- Regular stakeholder reporting and performance reviews.
- Monthly check-ins with key internal stakeholders
- Biannual updates to the Senior Leadership Team and funding bodies on progress against strategic milestones.