



# THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

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## ADVERTISEMENT

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### HEAD, OPEN CAMPUS ACADEMY OF SPORT FACULTY OF SPORT

Applications are invited from suitably qualified persons for the post of **Head, Open Campus Academy of Sport (OCAS)** in the Faculty of Sport, The University of the West Indies (UWI).

The **Head, OCAS** is a new post created to lead and manage the programmes and staff of the Academy. The scope of the Academy's work includes the development and implementation of sports academic programmes, outreach education and co-curricular activities in sports in the seventeen countries served by the Open Campus. The Head will lead the conceptualization and building of a Caribbean Centre for Excellence in Rehabilitation from Sports Injuries to support research and learning in the prevention of injury and the optimization of performance in sport, with state-of-the-art rehabilitation facilities for regional and international access.

With the Dean of The UWI Faculty of Sport, and the Heads of the Campus Academies, the Head OCAS will collaborate to converge pathways to higher levels of learning across all campuses, innovate and develop research opportunities, and cooperate in the strengthening of The UWI's engagement with regional and international sports bodies and institutions of tertiary education.

### QUALIFICATIONS AND EXPERIENCE

- a minimum of a Master's Degree in Sports Science, Sports Development, Sports Engineering, or other discipline relevant to the development of academic programming in sports;
- at least five (5) years relevant experience in leadership and management of sports programmes and staff preferably in a tertiary education institution; and
- experience of successful innovation in the field of sports in a discipline relevant to sports development at the tertiary education level.

### KNOWLEDGE, SKILLS AND ABILITIES

- knowledge of sports development programming at the tertiary education level, including in depth knowledge of at least one discipline/specialism in sports education (e.g., science, engineering, management, kinesiology etc);

- knowledge of quality assurance techniques and processes that are effective for the monitoring and evaluation of sports development programmes;
- knowledge of emerging markets in sports industries and of the potential for innovation in sports development education to meet the new demands for skills and knowledge;
- skills in developing and adapting teaching and learning processes in sports development programming to online and blended formats for use in distributed environments;
- skills in engaging internal and external partners to sponsor, finance and collaborate in the development of sports programming in tertiary education;
- skills in strategic planning and innovation for the academy with collaborators in the campus, the faculty and partnering organisations;
- ability to lead and manage a team of staff working semi-autonomously in a distributed environment across the region;
- ability to make financial plans and to be accountable for implementation; and
- ability to communicate effectively and to resolve problems with people operating at varying levels of education and experience.

It is also desirable that the **Head, OCAS** can demonstrate:

- an understanding of the challenges and opportunities in sports development in the Caribbean Community; and
- a record of research/applied research in publications/programme reports relevant to Sports Development, including publications in peer reviewed journals.

## **MAJOR RESPONSIBILITIES**

The **Head, OCAS** will be responsible for undertaking the following duties and tasks.

### **1.0. Leadership of the OCAS:**

- lead the OCAS staff team in the development of OCAS academic programmes in sports development, sports outreach education and co-curricular activities in sports;
- ensure collaboration between OCAS staff and the Heads of Open Campus Country Sites (OCCS), in the implementation, monitoring and evaluation of OCAS programmes;
- engage members of the Open Campus Leadership Team as appropriate to their areas of responsibility in developing the work of OCAS;
- collaborate with the relevant Open Campus Departments (Consortium for Social Development and Research, Academic Programming and Delivery, Open Campus Libraries and Information Services, Continuing and Professional Education and the Registry) on programme development, evaluation and quality control processes;
- lead the conceptualization, development and implementation of the project to build a Centre of Excellence for Rehabilitation from Sport Injuries in Grenada.

## **2.0. Collaboration in the Faculty of Sport:**

- build a framework for ‘seamless’ progression routes between programmes in the OCAS and those in the three sister academies comprising the Faculty;
- identify unmet demand for sports programmes and innovate in response to demand;
- develop partnerships with international and regional sports bodies to stimulate interest in education and qualifications in sport and to create access for underserved populations;
- oversee performance of the Faculty’s programmes with respect to teaching and learning outcomes and plan future content and processes accordingly.

## **3.0. Management of the OCAS:**

- manage the financial and human resources of the OCAS within the approved budgets and financial procedures of the Open Campus, in collaboration with the Finance and Human Resources Departments;
- prepare budget and estimates for human and financial requirements for the OCAS;
- prepare strategic plans and directions for sports development in the Open Campus in collaboration with the Faculty of Sport and with external partners;
- promote the work of the OCAS in collaboration with the Open Campus Marketing and Communications department;
- coordinate with the Open Campus Business Development Office to identify and attract the investment necessary for the human and capital requirements of the OCAS.

## **4.0. Representation of the Faculty of Sport and the Open Campus:**

- represent the Principal of the Open Campus as required on matters relevant to the OCAS;
- represent the Dean of the Faculty of Sport as required.

Any other duties as assigned by the Principal.

Applications should be made on forms obtainable from The UWI Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with an up-to-date curriculum vitae to:

Director of Human Resources  
C/o The University of the West Indies, Open Campus  
Via Email: [human.resources@open.uwi.edu](mailto:human.resources@open.uwi.edu)

Applicants are advised to request referees to send references under CONFIDENTIAL cover directly to the Director of Human Resources, without waiting to be contacted by the University.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS: Extended Deadline June 24, 2018**

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## PARTICULARS

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### HEAD, OPEN CAMPUS ACADEMY OF SPORT THE UNIVERSITY OF THE WEST INDIES OPEN CAMPUS

#### GENERAL

1. The University of the West Indies (UWI) Open Campus serves the following 17 English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Christopher & Nevis
Belize	St. Lucia
Bermuda	St. Vincent & The Grenadines
British Virgin Islands	Trinidad & Tobago, The Republic of
The Cayman Islands	Turks and Caicos
Dominica, The Commonwealth of	

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face teaching. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in most of the countries listed above. The UWI on-campus enrollment is currently 30,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance and continuing education students is over 20,000 and the Open Campus is developing new programmes to increase student enrollment. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 17 different English-speaking countries and a staff of almost 400 professionals.

## **OPEN CAMPUS**

4. The UWI Open Campus works with faculty on the three land/residential campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean, to design, develop and deliver quality programmes.

## **OPEN CAMPUS ACADEMY OF SPORT**

5. The Faculty of Sport, is comprised of four academies three of which are in land campuses: UWI Cave Hill (Barbados), UWI Mona (Jamaica) and UWI St. Augustine (Trinidad and Tobago), and the OCAS which supports a distributed environment through centres in seventeen countries.
6. The Open Campus Academy of Sport (OCAS) was launched on 1<sup>st</sup> August 2017 as one of four academies in the new UWI Faculty of Sport. Each of the campus academies is undertaking course programming, outreach education, and sports events and activities in the countries in which they are located. OCAS is serving the 17 UWI countries through Open Campus Country Sites/University Centres and, in partnership with sports organisations and tertiary level institutions, aims to develop the following:
  - a. *Outreach education initiatives* to identify potential sports development and coaching talent in communities; provide training in coaching skills; and support to the management of the organisation of sports at the community level;
  - b. *Action and applied research* in the development of initiatives at community and national levels to strengthen policy and programming in sports development;
  - c. *Continuing and professional education programmes* such as certificate level qualifications in sports development, sports management and sports coaching;
  - d. *Progression routes* to degree and higher levels of education in the Faculty of Sport through on-line and blended programmes in the Open Campus and sister campuses;
  - e. *Associate, Bachelor and higher degrees* with sister campuses in the Faculty of Sport, tailored to the needs of the diverse populations served by the Open Campus through face-to-face, on-line and blended formats;
  - f. *Scouting and sponsoring arrangements* in partnership with funding organisations to enable students with talent and potential in one or more sports to combine development in their sport with the pursuit of higher education;
  - g. *A scheme for earning co-curricular credits* through participation in sports activities to encourage all students, including those with special needs and physical challenges, to

enhance their fitness, health and well-being through enjoyment in sports;

- h. *Inter-Campus collaboration* on the development of Faculty of Sport initiatives to include not only new programmes and competitive sports activities and events but also public education initiatives on the physical, nutritional and mental health benefits of engagement in sports and advocacy for the needs and rights of those physically and mentally challenged to engage in sports; and
- i. *The Open Campus Academy of Sport in Grenada*, providing state of the art rehabilitation facilities; programmes in research and learning in the prevention of injury; and administrative base for support to the work of the Academy in the Region.

## **CATEGORY**

- 7. This position of Head, OCAS, is in the Academic, Senior Administrative and Professional (ASAP) Category. The appointment will be at the Lecturer/Senior Lecturer level depending on experience and qualifications.

## **WORK LOCATION**

- 8. Initially, the Head will be physically located in one of the Open Campus Country Sites or Units. As the work of the OCAS develops, it is possible that the physical location of the Head's office may move.

## **WORK ENVIRONMENT**

- 9. The incumbent must be able to work as a member of a team in a distributed, virtual environment in the Open Campus, and across the Faculty of Sport. Work processes will include Campus and Faculty team meetings for planning, implementation and coordination amongst other tasks, and will require the use of a variety of ICT and collaborative web tools.
- 10. The incumbent will live and work in one country and collaborate with others located throughout the Caribbean. This collaboration may occasionally require travel to meetings and events.

## **REPORTING**

- 11. The Head, Open Campus Academy of Sport will report to the Principal of the Open Campus and to the Dean of the Faculty of Sport for the effective execution of his/her duties and responsibilities.

## **TENURE**

- 12. The appointment will be for three (3) years in the first instance.