

Cardiff City Football Club Job Profile

Job Title	Assistant Performance Analyst		
Job Holder		Grade	Staff
Reports to	Performance & Recruitment Analyst		
Direct reports	None	Location	Training Ground

Job Purpose

To assist the Performance & Recruitment Analyst

Job Description.

Opposition Scouting:

Liaising with the Opposition Scout regarding the creation of the scouting report for the management team. Preparation the Cover, Team Form, Breakdown and Ref report sheets in the document. Proof reading & printing the document. Email the document to the CEO and the Chairman. This document is then the foundation of the Scouting presentation to the coaches and players. Clips for this presentation must also be obtained through liaising with the Opposition Scout.

Download the game on the opposition from the ProZone portal, and download the goals folder for the same opposition.

Preparation of the Set Play and Game plan presentation. Liaise with the coaches regarding team selection, set play organisation, game plan, and obtaining appropriate pictures. Print the documents to be hung in the dressing room.

Match Analysis:

Set-up both MACs to capture both the broadcast and the Wide angle during the game. Both should be tagged during the game so that feedback can be provided upon request to the coaches at half time and full time, and where possible, during the game. These views should be stored and data-based for future reference.

Checklists should be created for the necessary equipment to take to away games, including the projector and tactics board.

Liaise with the opposition scout regarding a feed for their use.

Post-Match Analysis:

Liaise with both the manager and assistant manager about what they require for post-match feedback for the debrief session. The live code captures should be data-based, converted and stored, with the DVD footage decrypted and stored to compile with the ProZone data (which should be downloaded). Laptops should be stripped and the data / databases stored. Creation of the Stat Comparison report, as well as updating the LMA goal sheet and the Goal For / Against Breakdown. Liaise with the opposition regarding possibly obtaining the fitness data at away games. Upload of the excel database to the Coaching Data system for the entire Football Club to compile their data systems with.

Performance Analysis Databasing:

Creating, updating and maintaining the performance analysis databases, gained through exporting both the team and player statistics from ProZone. From this the team and player stat comparisons are created, as well

as the stat comparison on Win v Loss as well as Home v Away, and formation analysis, Momentum, Work Rate and Goal Analysis. From all of these, team and individual analysis is created.

Recruitment Databasing:

Creating, updating and maintaining the match report and player report databases, as well as the scout request database. This allows the club to monitor where the clubs' scouts are going, as well as the quality of the reports and when players and teams move from being of interest, to being signed.

U21 Match Analysis:

Recording and tagging of the main match events for the U-21s team as per the U-21s managers' requests. Databasing and storing of U-21 match footage, and databasing of the goals.

Knowledge, Skills and Experience Required:

Experience in an academy recruitment role with a club of a similar size is vital as is a comprehensive understanding of the implications of the forthcoming 'Elite Player Performance Plan' legislation. Coaching qualifications are a plus but not vital but an ability to build networks and obtain and manage important information are of huge importance.

Primary behaviour: Supporting & Cooperating

Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, customers and staff.

1. Competency: Working with people

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contributions of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

2. Competency: Adhering to principles & values

- a. Behaves consistently with clear personal values that complement those of the organisation
- b. Sets appropriate standards of behaviour
- c. Able to recognise and handle sensitive information with tact and discretion

Primary behaviour: Organising & Executing

Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.

3. Competency: Planning & organising

- a. Sets clearly defined objectives

- b. Plans activities and projects well in advance and takes account of possible changing circumstances
- c. Manages time effectively
- d. Identifies and organises resources needed to accomplish tasks
- e. Monitors performance against deadlines and milestones

4. Competency: Delivering results & meeting customer expectations

- a. Focuses on customer needs and satisfaction
- b. Sets high standards for quality and quantity
- c. Monitors and maintains quality and productivity
- d. Works in a systematic, methodical and orderly way
- e. Consistently achieves project goals

Primary behaviour: Interacting & Presenting

Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.

5. Competency: Persuading and Influencing

- a. Makes a strong personal impression on others
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating
- c. Promotes ideas on behalf of self and others
- d. Makes effective use of political processes to influence and persuade others

Primary behaviour: Analysing & Interpreting

Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.

6. Competency: Analysing

- a. Analyses numerical data, verbal data and all other sources of information
- b. Breaks information into component parts, patterns and relationships
- c. Probes for further information or greater understanding of a problem
- d. Makes rational judgements from the available information and analysis
- e. Produces workable solutions to a range of problems
- f. Demonstrates an understanding of how one issue may be a part of a much larger system

Primary behaviour: Leading & Deciding

Takes control and exercises leadership. Initiates action, gives direction and takes responsibility.

7. Competency: Leading & Supervising

- a. Provides others with a clear direction
- b. Sets appropriate standards of behaviour
- c. Delegates work appropriately and fairly
- d. Motivates and empowers others
- e. Provides staff with developmental opportunities and coaching
- f. Recruits staff of a high calibre

8. Competency: Deciding & initiating action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks
- b. Takes responsibility for actions, projects and people
- c. Takes initiative, acts with confidence and works under own direction
- d. Initiates and generates activity

Primary behaviour: Adapting & Coping

Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.

9. Competency: Adapting & responding to change

- a. Adapts to changing circumstances
- b. Accepts new ideas and change initiatives
- c. Adapts interpersonal style to suit different people or situations
- d. Shows respect and sensitivity towards cultural and religious differences
- e. Deals with ambiguity, making positive use of the opportunities it presents

Club Responsibilities**Health and Safety**

- To take responsibility for your own health, safety and welfare, ensuring compliance with Cardiff City Football Club's Health and Safety Policy, procedures and safe systems of work.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment.