**JOB DESCRIPTION**

**Data and Operations Assistant (Performance Analysis)**

**Job Overview**

Working predominantly with the PGIR Support Analysts, the post holder will work closely with the Data and Operations Lead to deliver an effective Performance Analysis service to teams supported by PGIR. Working under the direction of the Data and Operations Lead, the post holder will utilise a variety of analysis hardware and software tools to maximise data accuracy, reliability and accessibility.

The post-holder must have a track record of working successfully as part of a wider support team, and have the ability and aptitude to work autonomously when required. He / She will have experience of working with data and be confident working across a range of areas such as (but not limited to);

* Data and Video capture
* Coding and Feedback
* Manipulation of large data sets
* Presentation tools to enhance feedback and learning
* Online database platforms and dissemination tools
* Data Reliability and Validity testing methodologies
* Operational organization and planning

**Details of Duties**

* Management and quality control of both externally received, and internally produced data.
* Lead role in the maintenance of a central and online database of video files, as well as becoming a point of contact for external users.
* Training and ongoing management and supervision of support analysts.
* Coordination of work with external departments (Discipline/Referee/Medical).
* Compilation and presentation of pertinent analysis on players or teams, to enhance player development and game understanding.
* Work on bespoke projects (time permitting) as directed by Data and Operations Lead.
* Undertake (in consultation with all relevant line managers) any other relevant / reasonable duties across the organization as appropriate.
* Possible opportunities to support teams in training and competition environments where required / appropriate

**Person Specification**

**Education, Training and Experience**

A sound academic record, including a degree in Performance Analysis or related subject is required.

* At least 1 years practical and relevant experience with performance analysis and an understanding of workings of Professional / Elite Sports.
* Highly numerate with strong technical and computer skills.
* Experience in the use of Performance analysis software(s) and related video production and analysis tools.
* Good knowledge of Microsoft Excel is absolutely essential.
* Demonstrable database and statistical analysis skills.
* Ability to vary feedback methodologies to maximize understanding of target audience.
* Experience of report writing and design – translating analysis into literate, concise documentation.
* Excellent written and spoken English is essential.
* Experience of managing people / leading a small team

**Personal Skills**

* Energetic and Enthusiastic. Enjoys the challenge the role brings and is committed to achieving personal, department and team objectives.
* Pro-Active – understands the needs of the department and the wider organization to be successful and is forthcoming with ideas and assistance.
* Relationship Builder, who enjoys interacting with different groups of people.
* Highly organized, with the ability to work under pressure and deal with multiple tasks.
* Willingness and ability to work unsociable hours.
* Comfortable, confident and effective in an elite / professional sporting environment. You have high standards and take pride in your work.

**Contractual Details**

Start date: August 2016

Location: Bradford-on-Avon will be the post-holder’s normal place of work.

Remuneration: Dependent on experience.

Holiday: Up to 25 days per year excluding bank holidays.

Hours: 08.30 to 17.45

Contract: TBA

Probation: 3 months

Pension: Group sponsored pension scheme

Other: Death in Service

Medical: Private Medical Cover  
PGIR Limited is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

Closing date: 25th July

Interviews: w/c 1st August

Send CV and covering letter to [eheybourne@pgir.co.uk](mailto:eheybourne@pgir.co.uk)