

Plymouth Argyle Football Club



Job Description

1. Details

Job Title:	Assistant Head of Football Data
Location:	Home Park / Remote Hybrid
Accountable to:	Head of Football Data
Responsible for:	Supporting the Development and implementation of data use throughout the football departments Supporting the Provision of data to all football departments, in a meaningful and impactful manner

2. Core Responsibilities

A key member of the football department within the club, supporting the use of data to improve performance in all areas. This will include supporting the implementation of a clear strategy for the use of data within the football arena, along with provision of key information to stakeholders to support the areas of recruitment, performance and opposition analysis respectively.

We are a small team, and our employees work together as an integrated team, under the leadership of the Chief Executive Officer. Employees have key objectives to offer the highest standard of service and administration to our customers and supporters; and enhance the reputation of the club locally and on a national basis both on and off the pitch.

The role will have two key aspects:

- Working directly with the Head of Football Data, supporting a clear strategy for the use of data within the football club. This will involve support in areas of data analytics within the football department, including (but not limited to): selection of data providers, development of KPIs within the football arena, development of methodologies for measurement and management of performance.
- Supporting the key stakeholders in other footballing departments, through the provision of information to support decision making. The key areas would be in recruitment of players, performance analysis, and opposition assessment. The key responsibility would be to provide the relevant stakeholders with key information as they require, and to develop impactful and insightful information alongside them

The role requires a very flexible approach including weekend /out of hours work.

3. Key Duties

1. To provide key information in an impactful, understandable way to all football stakeholders
2. To develop insightful and impactful information to key stakeholders across the footballing departments, bringing new and interesting perspectives across the football club
3. To work directly with the Head of Football Data to develop a framework for the use of data to drive the success of the football club.
4. To support the master data holder for all footballing data across the club
5. To offer support in the development of data understanding throughout the football club
6. To have an understanding of latest trends and insights in the football data arena

4. Other responsibilities:

To adhere to the values of Plymouth Argyle FC as stated in Appendix 1

Always act with utmost good faith Plymouth Argyle FC

Devote full attention and ability to fulfilment of the duties required by the role

Other duties as reasonably requested by a member of the Executive Leadership Team

To work closely with partners to maintain good relationships

To work with colleagues within the organisation to maintain good relationships and collaborative working practices

Carry out general office duties

Active participation on continuous professional development and the appraisal process

To undertake such other duties, training and/or hours of work as may be reasonably required which are consistent with the level of responsibility of this job.

Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.

To safeguard and promote the welfare of all children, young people and vulnerable adults.

To be vigilant and support all safety and security operations

Promote the brand identity at all times

To undertake any other duties not detailed above commensurate with the level of the post.

5. Core Knowledge & Skills Required

Education:	Educated to at least 'A' Level standard (or equivalent), including at least 'B' Grade / Grade 6 (or equivalent) in GCSE Mathematics
Experience:	Experience of using football data desirable, although not essential
Technical:	Good understanding of using data and analysis Strong Excel skills Analytics tools desirable (although not essential): PowerBI, SQL, Click, Python
General:	<ul style="list-style-type: none"> • Strong interpersonal skills • Strong communication skills, with the ability to communicate complex ideas to a wide audience • Team player with the ability to lead and engage where necessary • Excellent written and verbal/presentation communication skills • Ability to prioritise and meet deadlines • Commitment, Enthusiasm & Passion • The ability to work as an integral part of the team • Self motivated • Willing and able to learn new tasks • Demonstrate a positive and professional attitude and appearance. • Ability to work under pressure and alone when required • Integrity and ability to maintain confidentiality

Important Information:

Staff members are also required to adhere to the guidance provided within the Staff Handbook, particularly (but not exclusively) in areas focusing on health and safety, equality and discrimination, use of social media, and of customer service.

Job descriptions within the Club are deemed to be evolutionary and due to the size of the team, all post holders are expected to undertake a range of tasks within their range of responsibility and accountability, even if it isn't specified above.

In addition to meeting the requirements of their Job Description, every member of staff at Plymouth Argyle is expected to demonstrate the Values of the Club, both consistently and effectively.

All staff members are required to actively participate in the Club's performance management processes, and with training / continuing professional development (CPD) as required.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. As part of our commitment to the Armed Forces Covenant, we welcome applications from Veterans, spouses of serving Armed Forces personnel, and Reservists.

Plymouth Argyle FC is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff and employees to share this commitment.

Date:

Signed:

Appendix 1

Our Values

Our Values describe how we expect our people to behave, and will enable our Vision to be achieved. By signing the statement of terms and conditions, you are not only accepting your role within the Club, but agreeing to work in accordance with these values. Our Values are:

Excellence

Everything we do should be excellent. Our management, players and staff are committed to continuous improvement, careful planning, discipline and rigour in all they undertake.

Efficiency and Organisational Strength

We are an efficient and process-oriented Club where our objectives are clear from the outset of any work that we undertake.

Financial Prudence

We manage our finances carefully, and successfully.

Fan Focus

Satisfying our fans and supporters is a top priority. Our relationship with them is both open and welcoming.

Honesty, Openness and Integrity

We do what we say we will do. We live up to our values.

We will be as open with our stakeholders as is consistent with the Club's wider interests.

There is a strong level of intra-Club communication. We operate within the law and will treat our partners, sponsors and suppliers as we would wish to be treated ourselves.

Respect

We give everyone a voice and welcome challenge. We are committed to inclusion and we work to eliminate inappropriate discrimination, in all its forms, so that we can all work and watch football in an environment free from intimidation, victimisation or harassment. We welcome the passion, enthusiasm and engagement of our supporters, but will not tolerate abuse of our staff.

Community Focus

We are committed to serving the community in which we live and play, and wish Plymouth Argyle to be a good representative for Plymouth and the wider South West.