

HEAD OF ANALYSIS – ACADEMY

JOB INFORMATION PACK



INTRODUCTION & HOW TO APPLY



About the job:

Thank you for your interest in our vacancy for a Head of Analysis. This is a permanent part-time post (0.875 FTE) working for the Bradford City AFC Academy.

About the club and the academy:

Bradford City AFC is a professional football club currently competing in the fourth tier of the English football league system.

The football club academy, based at Apperley Bridge, BD10 0NR, is a Category Three Academy with a reputation for player and staff development. The academies success is underpinned by a commitment to their values of being brave, humble and competitive, alongside prioritising individual development over team success.

Next steps and how to apply:

To apply you must complete an application form. (Attached).

CVs in support of a completed application form may be submitted for consideration however they will not be used for shortlisting purposes.

Please send completed application forms to careers@bradfordcityafc.com

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	Monday 17 th June 2024
2. Interview date:	Friday 21 st June 2024

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Bradford City AFC Academy, Woodhouse Grove, Apperley Bridge, Bradford, BD10 0NR.

About this pack:

The aim of this pack is to give you relevant information about the vacancy and on the following pages you will find a job description, a person specification, and a summary of how we recruit.

Should you have a question or comment about this process, or the methods that we use to recruit, please contact our human resource partners via email at sarah@crawfordhr.com (FAO Sarah Morgan)

We look forward to hearing from you.

Kind regards,

Lee-Ann Brewer
Academy Administrator

JOB DESCRIPTION



Job Title: Head of Analysis (Academy)
Employed by: Bradford City AFC
Location: Woodhouse Grove, Apperley Bridge, West Yorkshire, BD10 0NR

Responsible to: Academy Manager

Purpose of role: Lead and coordinate the performance analysis support provision to all academy age groups (U9-U18) and manage the day to day running of the analysis function.

Assist the Academy Manager in maintaining the required operating performance standards to meet Football League regulations and EPPP criteria.

Be an active member of the academy management team.

Key relationships: Academy Manager
(Internal) Head of Coaching
Academy Administrator
Phase Lead Coaches
Head of Player Care and Psychology

Key relationships: Heads of Analysis (Other academies)
(External)

Line management responsibilities: Performance analysis volunteers

Main Responsibilities:

- Lead and oversee the day-to-day operation of analysis within the academy at the club, ensuring that effective performance analysis support is in place for all academy age groups and that the analysis department remains efficient, dynamic, and fit for purpose.
- Film and capture pre, live, post-match, and training analysis, and other educational content, on player development, assigning duties to analyst interns as appropriate.
- Clip games, ensuring that relevant and appropriate content is readily accessible and available to lead phase and age group coaches, pro-actively leading on the updating and continuous development of the academies best practice library.
- Analyse player development through training and match video content and from coaching staff assessments providing essential feedback for individual player development programmes to assist with player retention decisions.
- Assist the Head of Coaching with preparations for CPD events.
- Ensure team and player clips are available on the Performance Management Application (PMA).
- Maintain a database of games and sessions for future use by coaching staff.
- Ensure all administrative duties relevant to the role are up to date, including PMA reports, team reports and relevant statistical data.
- Play an active part and work collaboratively with the academy management team in providing a holistic and rounded development programme.

Other Requirements and Responsibilities:

- Assist the Academy Manager in maintaining all necessary operating standards to meet football league regulations and Elite Player Performance Plan (EPPP) criteria.
- Meet with the Academy Manager and Head of Coaching as required.
- Develop a good understanding of the culture and values of the club and the academy.
- Always act in the best interests of the club and the academy.
- Perform any other requests identified by the Line Manager that are relatable to the role and which support the needs of the club and the academy.

Summary of Terms and Conditions:

Contract type:	Permanent, part-time (0.875 FTE).
Working hours:	35 hours per week.
Working pattern:	A flexible working pattern in agreement with the Line Manager and in response to the academy calendar. This includes evening and weekend working.
Rate of pay:	£23,000 – £26,000 DOE.
Annual leave:	28-days inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS Disclosure:	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom.
Training:	<p>We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for continuing professional development (CPD).</p> <p>At the request of your Line Manager there may on occasion be a need to attend further training. This will be undertaken in contracted hours or recorded as TOIL.</p>

PERSON SPECIFICATION



Job Title: Head of Analysis (Academy)
Employed by: Bradford City AFC
Location: Woodhouse Grove, Apperley Bridge, West Yorkshire, BD10 0NR

Responsible to: Academy Manager

	Essential	Desirable	Method
Education, Training & Qualifications			
Educated to undergraduate degree level in a sports discipline	Yes		A, I
Specific performance analysis qualifications (i.e., PFSA, IPSO, etc)	Yes		A, I
Current accreditation with the International Society of Performance Analysis of Sport (ISPAS)		Yes	A, I
Relevant FA training/awareness courses (safeguarding, welfare, etc)		Yes	A, I
Experience and Skills			
Good working knowledge and demonstrable experience of working as an analyst within elite sport or a high-performance environment	Yes		A, I
Experience in working within a player development	Yes		A, I
Experience in working with players from U9 to U18		Yes	A, I
Well-developed computer skills (Mac and Windows) with a high level of competence in the use of analysis, coding, and video editing software (i.e., ProZone, GameBreaker, Hudl, Final Cut etc)	Yes		A, I
Technical and tactical knowledge of football	Yes		A, I
Qualities and Aptitudes			
Able to relate and engage positively with young people, playing an active role in creating a healthy culture and learning environment	Yes		A, I
Able to communicate professionally, engage positively and present in an engaging manner to a diverse range of stakeholders	Yes		I
An innovative thinking individual who is confident working both independently and as part of a team	Yes		A, I
Excellent communication and interpersonal skills	Yes		A, I
Able to work responsibly in the presence of high performing athletes	Yes		I
Any Other Requirements			
Commitment to undertake self-development to ensure knowledge and skills remain current, as techniques and styles continue to evolve	Yes		A, I
Able to work flexibly, accepting that core working days and hours will be in line with and reactive to the academy calendar	Yes		I
Committed to promote and work to the club's policies and Codes of Conduct in all areas of equality, diversity, and inclusion	Yes		I
Committed to work to the club's policies around data protection and the General Data Protection Regulation (GDPR)	Yes		I

A: Application form

CV: Curriculum Vitae

CL: Covering Letter

I: Interview

P: Presentation

RECRUITMENT GUIDELINES



Disability:

Please make us aware if you require adjustments making at any stage of the recruitment process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you need any adjustments to be made for the interview. Be assured that we are supportive in discussing reasonable adjustments at all stages of the recruitment process.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting we will only consider information contained on your CV and covering letter and assess this against the person specification.

Entitlement to work in the UK:

Any job offer will be conditional subject to confirmation that you are permitted to live and work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should you be shortlisted for interview.

References:

Any job offer will be conditional subject to the receipt of satisfactory references. One should be from your current or most recent employer, the second from a previous and relevant work experience. It is critically important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the type of job that you have applied for and the nature of the conviction.

Safeguarding

We recognise our duty of care to safeguard all children, young people and young players, vulnerable adults/groups involved in activities organised by ourselves from harm and require all employees to share this commitment and promote the welfare of these groups at all times.

Equality, Diversity, and Inclusion:

We actively promote inclusion, confront, and eliminate discrimination, and encourage equal opportunities. Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community.

In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Data Protection:

The information provided on the application form will be held in the strictest confidence. We process this information in line with our privacy policy. If you are successful in your application the information will be used to administer your employment with us. By applying, we assume that you agree to the processing of your data in accordance with our privacy policy.

Other Policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services and who visit us. Should you accept any offer of employment made by us you commit to work within and actively promote these policies at all times.



HEAD OF ANALYSIS (ACADEMY)

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BRADFORD CITY FOOTBALL CLUB
UNIVERSITY OF BRADFORD STADIUM, VALLEY PARADE, BRADFORD, BD8 7DY