

<b>JOB TITLE:</b>	Assistant Performance Analyst
<b>DIRECTORATE:</b>	Football
<b>REPORTS TO:</b>	Head of Performance Analysis
<b>RESPONSIBLE FOR:</b>	N/A
<b>LOCATION:</b>	Elite Performance Centre/LNER Stadium
<b>HOURS:</b>	40 hours per week. However, you will be expected to work such additional hours as is deemed necessary to fulfil the requirements of the role. In particular, flexibility will be required to meet the operational needs of the Company which includes working on match days, bank holidays, evenings or weekends as required.
<b>MATCHDAY WORKING:</b>	HOME <input type="checkbox"/> AWAY <input type="checkbox"/> BOTH <input checked="" type="checkbox"/>
<b>DATE:</b>	25/04/2024
<b>DBS Check</b>	Enhanced <input type="checkbox"/> Standard <input checked="" type="checkbox"/> None <input type="checkbox"/>

### Job Purpose

To assist within the club's performance analysis department under the instruction of the Head of Performance Analysis, the Head Coach and ultimately the Director of Football. The Assistant Performance Analyst will assist in all performance analysis needs but specialising in set-plays, post-match analysis and the player individual performance plans. The Assistant Performance Analyst will ensure that all information collected can be communicated in a diverse manner to ensure understanding by coaching staff, as well as performance staff. The purpose of the Assistant Performance Analyst is to provide information that can influence the coaching and performance process at Lincoln City, and ultimately lead to competitive short-term and long-term games. Positive interpersonal skills along with a sound understanding of football and recruitment are paramount for this role.

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### Key Responsibilities

- Live capturing and coding for home and away games
- Research and assist in the creation of set-play routines with the coaching staff
- Assist in post-match review and critical analysis
- To maintain and update player clips for individual performance plans (IPP'S)
- To set and maintain high standards within the working environment
- Ensure regular and effective communications for information sharing are had within the department
- To collaborate in a positive, enthusiastic and helpful demeanour at all times

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### General responsibilities

- Carry out duties in accordance with all relevant company policies, including, but not limited to, the Health and Safety Policy, Code of Conduct Policy, Safeguarding Policy, Equality and Diversity Policy, Financial Regulation Policy and Social Media Policy;

- To safeguard and promote the welfare of all children, young people and adults at risk;
- To be vigilant and support all safety and security operations;
- Act always with utmost good faith to the Club, Foundation and the Company;
- Devote full attention and ability to fulfilment of the duties required by the role;
- Other duties as reasonably requested by a member of the senior management staff;
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices;
- To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice;
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;
- Active participation on continuing professional development and the appraisal process;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job;
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements;
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always;
- To cover as and when required at other departments within Lincoln City Football Club & Foundation;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

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## **Safeguarding**

This role involves working with children and/or adults at risk in Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

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## **Key relationships**

- Head of Performance Analysis
- Head Coach
- Coaching Staff
- Performance Analysis Interns

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## **Scope of job**

- To advise on the service and delivery of all performance analysis matters
- To ensure filming, live coding, and storage of training sessions, including best practice catalogues.
- To assist in the maintenance and development of the industry-leading Lincoln City Individual Performance Plans
- To rigorously research set-plays to provide innovative insights for potential competitive gains alongside the coaching staff.

- To complete post-match reviews to support the performance analysis and coaching department.
- Live filming and coding of first team matches
- Any other miscellaneous presentation tasks required by the football department.
- To ensure a relentless enthusiasm to dive into the investigation of data that can generate innovative, creative and lateral thinking.
- Support other performance analysts where required, including recruitment and academy.
- To create successful and professional relationships with staff whilst maintaining professional distance from playing staff at all times.
- To maintain player information confidentiality within the scope of practice at all times.
- To act, at all times, in a manner appropriate to a representative of Lincoln City Football Club.

## Person specification

### Job Title: First Team Assistant Performance Analyst

<b>PERSONAL SKILLS / QUALITIES</b>
<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent problem solving and decision-making skills</li><li>• Set and maintain high standards of work performance and deliver quality consistently and effectively</li><li>• Establish and maintain relationships with external institutions</li><li>• Exceptional organisational skills with the ability to manage competing demands and deadlines whilst functioning in a fast-moving environment</li><li>• Hold a full current and clean up to date driving licence</li><li>• Proactive and engaging style with a winning attitude and can-do approach</li><li>• Flexible approach and attitude to working hours</li><li>• Good listener</li><li>• Have an altruistic demeanour cognisant of others' emotions</li></ul>
<b>TECHNICAL/WORK-BASED SKILLS</b> <i>Skills specific to the job, eg. computer competency, typing skills, coaching skills etc</i>
<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent understanding of football tactics</li><li>• Familiarity to operate or learn with haste, performance analysis technology &amp; research within data/key performance indicators</li></ul>
<b>GENERAL SKILLS AND ATRIBUTES</b> <i>More general characteristics, eg. flexibility, communication skills, team working etc</i>
<p>Essential</p> <ul style="list-style-type: none"><li>• Excellent writing and verbal communication skills that are clear, engaging and responsive to convey complex information to individuals</li><li>• Excellent computer skills with competency in Mac, Windows and Cloud data management</li><li>• Excellent knowledge and understanding of football</li><li>• Excellent understanding in operating other various specific (and non-specific) computer software programs such as HUDL Sportscodex, HUDL studio and WYScout</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Experience working with big data</li></ul>
<b>EXPERIENCE</b> <i>Proven record of experience in a particular field, profession or specialism</i>
<p>Essential</p> <ul style="list-style-type: none"><li>• Experience of working in a professional sport's environment</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• Experience of working in a professional football environment</li></ul>
<b>QUALIFICATIONS</b> <i>The level of educational, professional and/or occupational training required</i>
<p>Essential</p> <ul style="list-style-type: none"><li>• Undergraduate Degree in Sports Studies or related subject</li><li>• MSC in Sports Performance Analysis or related subject</li></ul>

Desirable

- FA Coaching Badges (Level 1, Level 2, UEFA B)

*This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Lincoln City Football Club & Foundation is an equal opportunities employer.*