



Job Description – Head of Audit Development

Contract Type:	Full time, permanent contract.
Reporting to:	General Manager, Professional Game Academy Audit Company (PGAAC)
Key relationships:	PGAAC General Manager and Audit Team Internal Stakeholders across the PL/The FA and EFL. External Stakeholders.
Location:	Home Based with frequent travel required to Clubs. Access to PL office (London) available. Car essential.

Overview:

As part of the Elite Player Performance Plan, the overarching professional-game strategy for the development of youth footballers in England, the Academies of professional football clubs are categorised into four categories (1-4), based on a combination of spend, infrastructure, staffing, and qualitative assessments of their provisions across a range of multidisciplinary areas.

To effectively categorise Academies and to support the continual raising of standards in elite player development, an independent standards organisation has been developed (PGAAC), mandated by the professional game, to monitor safety, compliance and the quality of work being delivered.

PGAAC oversees an interdisciplinary assessment of academies across; Coaching, Education, Leadership and Management, Performance Support, Pathway, Player Care, and Safe to Operate.

The Head of Audit Development will work closely with the General Manager and will play a crucial role in driving the ongoing development and innovation of the audit process and development of the auditors, to ensure the process remains ahead of the game for Premier League and EFL Academies.

The Role:

- Accountabilities
 - Design and implement a system to develop the PGAAC Team to deliver the best auditing experience for Clubs.
 - Review and evolve the PGAAC Staff Competency Framework
 - Create a bespoke development planning process to support the personal and professional needs of each PGAAC Team member, aligned to the Competency Framework.
 - Ensure the auditing team maintains an up-to-date knowledge of their discipline related practice.
 - Develop checks to ensure internal consistency between auditors
 - Ensure the outputs delivered to clubs from the auditing process are of a high and consistent standard
 - Build links with key stakeholders within Football, in addition to other sporting, business, education and other relevant organisations to enhance the PGAAC CPD programme.
 - Establish and maintain standard practices and procedures across the Audit process.
- Core Activities include:
 - Conduct a review and evaluate individual, discipline specific and collective Team needs.
 - Conduct regular Personal Development Reviews with each PGAAC team member throughout the year, linking into the appraisal process.
 - Establish creative approaches to auditor development by promoting innovative methods.
 - Design, plan and manage the delivery of the PGAAC CPD programme, to meet the needs of the individual staff, each discipline area and the collective PGAAC team.
 - Attend audits to observe the Auditors delivery to support their development
 - Quality assure Club written reports.

- Additional Activities include:
 - Support the delivery of the audits when required.
 - Support the management of the auditing process, ensuring the operation runs as smoothly as possible for the Club and auditing team.
 - Support the recruitment and selection of future PGAAC staff.
 - Support the development of a suitable Academy standards framework and auditing practices.
 - Attend team meetings and participate in personal & team development/training.
 - Uphold the conduct and delivery standards of PGAAC.

Requirements for the role:

Requirements & Criteria
Skills and Abilities
<ul style="list-style-type: none"> • Wants to take a lead in driving standards forward to add value to the Academy system • Has a passion for working with people to develop them so that they are able to achieve • Enjoys working collaboratively with others • Has a desire to develop their own knowledge and capability to be at the leading edge of audit and auditor development • Likes things to be done properly – accurately and fairly • Gets a buzz from analysing information and piecing together an overall picture • Builds trust by showing humility, behaving consistently, and putting the needs of others first • Listens to others’ perspective and understands why people (individuals/ groups) do what they do • Tailors approach and influence style to suit the differing needs and levels of readiness of people (individuals/ groups) • Networks by proactively building relationships with a broad range of different people • Communicates messages in a clear and concise way • Is comfortable defending a point of view and challenging when necessary • Overcomes setbacks quickly • Demonstrates tenacity when faced with resistance • Believes in own ability and requires little support from others • Comfortable working with systems and procedures • Able to take on board the view of others without imposing personal judgement • Able to remain rational when faced with conflicting opinions and information • Sees the big picture by analysing information from relevant sources and pulling things together • Able to apply logic and rational analysis to critique behaviour and processes effectively • Able to create and apply a structured approach • Can prioritise effectively • Can generate alternative ways of doing things by thinking creatively • Is able to adapt current processes and systems to enable improvement
Experience
<ul style="list-style-type: none"> • (Essential) Previous experience in reviewing, assessing and developing people • (Essential) Experience of mentoring people in an elite environment • (Desirable) Experience of working within elite sport in a leadership or management capacity
Knowledge
<ul style="list-style-type: none"> • High practical and theoretical understanding of developing and mentoring individuals • Understanding and appreciation of context and cultural difference • (Desirable) Appropriate degree and / or relevant management qualification • (Desirable) Knowledge of the Interdisciplinary areas covered by the Audit

Personal Attributes & Other Requirements

- High personal integrity and professional conduct
- A hunger for continued learning and continuous professional development
- IT literate
- Full driving licence, with car essential as frequent travel will be required
- Safeguarding and Protecting Children
- Full Enhanced DBS Clearance

The Premier League, EFL and The FA are equal opportunities employers and welcome applications from all sections of the community. All appointments will be made based on merit.

To apply please visit our [careers page](#) and apply with your CV and a cover letter. The closing date for applications is Friday 20 May 2022.