



## Coordinator, Data Science & Analytics - WTA Labs

<b>Branch:</b>	Performance Health
<b>Work Location:</b>	Remote
<b>Reports To:</b>	Manager, Data Management & Analytics - WTA Labs
<b>Direct Reports:</b>	None
<b>FLSA Classification:</b>	Exempt
<b>Last Revision</b>	May 31, 2022 KAS

### Summary:

Support the introduction, education, growth, and comprehensive data utilization of the Performance Health department and within the WTA.

### Essential Duties & Responsibilities:

- Lead complex data exploration and analytics projects through experience with human performance metrics and analysis for the Performance Health department and across the WTA
- Apply innovative data methodologies to impact human performance within the WTA
- Manage and track progress of WTA player health related system development and enhancement
- Assist with developing and deploying best practice solutions for the data requirements of a large and diverse data projects.
- Support the administration and technical implementation of the data collection and analysis efforts across the WTA.
- Assist to drive and influence a data-informed community-of-practice which ultimately benefit the development and performance of all Performance Health practitioners.
- Monitor, identify, recommend, and implement new and/or emerging processes, technologies, models, and algorithms applicable to internal processes
- Explore and create new integrated forms of data communication between data management system and other sophisticated statistical tools
- Provide monthly reports of pre-determined and applicable performance metrics
- Engage and collaborate intra-departmentally on services, education, case management, research, resources, and programming.



- Collaborate inter-departmentally on services, education, case management, research, resources, and programming (within boundaries of confidentiality).
- Represent Performance Health and WTA philosophies, initiatives, and perspectives to relevant external organizations via presentations, interviews, committee positions, and related opportunities as assigned.
- Education Performance Health team on Performance Health and Hologic WTA Labs data systems as applicable.
- Collaborate with Hologic WTA Labs team to provide input to the design of platforms, reporting, analytics, and advancements inclusive of wearable technology.

Knowledge, Skills, and Abilities:

- Technical skills and experience with performance and health data.
- Undergraduate degree or higher in relevant field.
- Minimum of 5 years of applied experience working with large data sets, analysis, and reporting.
- Strong written and inter-personal communication and relationship building skills.
- Advanced spreadsheet skills to facilitate data management, analysis, and reporting.
- Ability to generate both high level scientific and applied reports depending on target audience. Data visualizations and reports etc. for disparate audiences.
- Level of understanding and adherence to data privacy and security legal requirements and respect the importance of policies relating to nondisclosure.
- Highly organized with the ability to multi-task in a fast-paced organization and juggle many tasks.
- High level understanding and adherence to data privacy and security legal requirements and respect the importance of policies relating to nondisclosure.
- Highly organized with the ability to multi-task in a fast-paced organization and juggle many tasks.
- Be a role model through words, actions, and attitude.
- Bring passion, a positive attitude, a superior work ethic, and adaptability.
- Create a selfless and positive teamwork mentality that fosters interdisciplinary collaboration.



- Create a culture of excellence with communication, attention to detail, urgency, and accountability.
- Open minded with a growth mindset and open and responsive to feedback.
- Experience collaborating with and/or working as part of a multidisciplinary health care team

#### Administrative Responsibilities

- Liaise with affiliate and/or partner organizations to enhance and further develop resources for WTA players and related groups, as assigned.
- Attend multidisciplinary team meetings as applicable to function and as directed by VP, Regulation & Resources. Within confidentiality guidelines, communicate with WTA staff & departments regarding performance health and sports sciences and medicine topics. Thoroughly understand the documentation in the EMRS.
- Understand, adhere to, and apply WTA rules specifically applicable to Performance Health, including Code of Conduct (WTA Safety), Tennis Anti-Corruption Programme, and Tennis Anti-Doping Programme.
- Understand, and apply Performance Health Protocols.
- Actively participate in Performance Health meetings.
- Manage own travel needs, inclusive of flight and lodging bookings, within budget parameters and submit timely expense reports within WTA financial policy
- Complete all required WTA staff orientation procedures and processes, including completion of all WTA Player Development orientation lessons.
- Complete required reports in accordance with WTA policies
- Serve as point person for external contracts and partners as assigned.

#### Professional Responsibilities

- Meet and submit all WTA Performance Health annual requirements inclusive of, but not limited to:
  - Maintain privacy and confidentiality per WTA policies
  - Meet WTA PH Curriculum education requirements
  - Remain current with advancements in field of expertise
  - Complete all required WTA staff procedures and processes, including continuing education requirements.
  - Participate in team meetings and staff briefings when applicable.



- Understand, review, and collaborate with VP, PH R&R to refine and apply WTA rules/policies specifically applicable to Performance Health including Code of Conduct, Tennis Anti-Corruption Programme, and Tennis Anti-Doping Programme.

#### Required Skills and Competencies

- Must possess excellent communication (written and verbal) skills.
- Excellent interpersonal skills including an understanding of and experience working in an environment that values diversity and inclusivity (cultures, languages, ethnicity, LGBTQ, religion, etc.)
- Fluent in English. Proficiency in a language other than English is desirable
- Must be able to manage multiple projects simultaneously
- Must be resourceful and solution-focused; take initiative and be able to work independently
- Adaptive/flexible in a changing work environment

#### Preferred Skills

- Experience working with large data sets with multiple system inputs.
- Applied experience in sport, especially medical and sport science.
- Degree qualified and experience in the field of statistics or data science highly valued.
- Highly skilled in business intelligence and analysis software packages (e.g., Power BI, Tableau, Python, R).

#### Travel Requirements

Position requires infrequent international and domestic travel. Travel to St. Petersburg, Florida for meetings upon request.

#### Supervisory Responsibilities

None

#### Position Type/Work Schedule

Full Time, 40 hours a week. Typical schedule will be Monday-Friday. Will also include weekends and extended hours.



#### Work Environment/Physical Demands

Work environment characteristics described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

#### Working Conditions

The noise level in the work environment is usually quiet to moderate. The passage of employees through the work area is average and normal.

#### Physical Demands

The employee is required to sit for long periods; use close/distant vision; hear using the telephone; bend at the waist and knee; communicate verbally and electronically with worldwide constituency; use hands and fingers to operate a computer and telephone keyboard. Must be able to lift 50 lbs.

Uphold WTA Core Values: Be Progressive, Collaborative, Passionate, and show Integrity. These core values set the tone in everything we do, help us succeed on and off the court, make a difference in the community and create a premier, compelling global sport entertainment experience. It is important that the person in the position commits themselves to these core values so that we can constantly move forward in the same direction – Together.

The WTA is an Equal Opportunity Employer.