



SENIOR CASE MANAGER

The Athletics Integrity Unit (AIU) of World Athletics is recruiting a senior lawyer with a minimum of 7 years' experience of managing legal cases within a regulatory environment, who has a passion for clean sport and wants to contribute to protecting the fairness and integrity of the number one Olympic sport.

The AIU is looking for a highly motivated, experienced **Senior Case Manager** to be part of the case management team responsible for the management of international doping and non-doping cases arising under the World Athletics Anti-Doping Rules and the Integrity Code of Conduct. The person will be responsible for managing cases through all phases of the disciplinary proceedings, including appearing before the Disciplinary Tribunal and the Court of Arbitration for Sport as necessary. Prior experience of working in the sports/anti-doping/integrity sector is an advantage for the role but is not mandatory.

The role is based at the AIU's offices in Monaco, reporting to the Deputy Head of Case Management.

About World Athletics / AIU

World Athletics is the international governing body for the sport of Athletics that includes track and field and road race events. World Athletics has 6 continental federations and 214 national federations, each one a member of World Athletics.

World Athletics organises leading Athletics competitions worldwide, including a number of World Athletics Series (WAS) events and its flagship event, the biennial World Athletics Championships. It also administers One-Day Meeting circuits such as the World Indoor Tour, Continental Tour, Wanda Diamond League and Road Race Label events.

In 2017, World Athletics established the AIU as a new body with responsibility for protecting the integrity of the sport of Athletics including fulfilling World Athletics' obligations as a signatory to the World Anti-Doping Code. Under the World Athletics Constitution, the AIU is operationally independent of World Athletics and reports to a separate, independent governance board that is currently chaired by David Howman. It was the first Integrity Unit of its kind in international sport and has led the way in the management of integrity issues by international federations within the Olympic movement.

The AIU has a broad remit that extends beyond just anti-doping. The AIU is also responsible for implementing the World Athletics Integrity Code of Conduct which defines integrity standards for applicable persons participating in the sport and covers matters such as corruption, age manipulation and competition manipulation. The AIU also has a role in investigating breaches of the World Athletics Safeguarding Rules and referring cases for risk assessment to the independent Case Management Group.

Description of key responsibilities of the position

- **Managing cases (doping and non-doping) before the Disciplinary Tribunal**
 - Managing the conduct of international cases before the Disciplinary Tribunal, including working autonomously when required; using the case management database in accordance with agreed protocol(s) to ensure the effective monitoring of cases; conducting all correspondence with Sport Resolutions (the current secretariat to the Disciplinary Tribunal); attending Preliminary Meetings (usually via conference call) and performing the advocacy for such; drafting pleadings, witness statements/expert reports; conducting hearing preparations, including liaising with the Sport Resolutions office and any witnesses/experts; instructing external counsel in cases where agreed; attending hearings before the Disciplinary Tribunal (in-person or remote) and performing the



advocacy for such as agreed; reporting to the Deputy Head of Case Management on the progress of cases on a regular basis.

- **Managing appeals (doping and non-doping) before the Court of Arbitration for Sport**
 - Managing the conduct of appeals before CAS as allocated; drafting witness statements/expert reports; conducting hearing preparations, including liaising with the CAS Office and any witnesses/experts; instructing external counsel as agreed; attending hearings before the CAS (in-person or remote); reporting to the Deputy Head of Case Management on a regular basis.
- **Managing safeguarding cases before the Case Management Group**
 - Working closely with the AIU's Investigations function and external counsel in investigating potential misconduct under the Safeguarding Rules; assisting in preparing investigation files; arranging for risk assessments to be prepared as necessary; assisting in presenting investigation files and proposed safeguarding orders to the Case Management Group for risk assessment.
- **Providing general support to the Investigations function**
 - Working closely with the AIU's Investigations function in investigating potential misconduct under the World Athletics Anti-Doping Rules and Integrity Code of Conduct and bringing cases forward to discipline as appropriate; attending witness interviews and providing legal support where necessary; supervising cases of potential substantial assistance.
- **Assisting with reporting to the Board**
 - Assisting in preparing memos to the Chair of the Board in individual cases where there is a proposal to reduce/suspend a sanction; assisting in preparing memos to the Board for determination of a case to answer in non-analytical doping cases or non-doping cases; assisting in preparing memos to the Board for determination of whether to appeal a decision of the Disciplinary Tribunal or national appeals body to CAS (or to participate in any other case before CAS).
- **Advising on the AIU regulatory framework**
 - Assisting in keeping the AIU regulatory framework under regular review; assisting where required in the drafting of new rules and regulations for review by the Head of Case Management/Legal Counsel
- **Representing the AIU at international level**
 - Speaking at international conferences and participating in industry working groups on matters related to case management as agreed; attending relevant conferences/networking opportunities as an AIU representative.

Skills and experience required

- Total integrity
- Excellent legal drafting
- Excellent analytical skills and attention to detail
- Ability to work autonomously but also as part of a team
- Highly efficient in managing a large and varied workload
- Advocacy experience



- Excellent level of English both written and verbal
- Good level of French both written and verbal is desirable
- Competency in other languages a bonus

What we offer

- Comprehensive package, including medical, life insurance and income protection
- A talented team of passionate individuals who love what they do
- The option to work from home one day a week
- Development opportunities
- Inclusive working environment with people of diverse backgrounds, lifestyles, and nationalities
- Wellbeing and teambuilding initiatives and activities throughout the year (travel, ski, etc.)
- Exceptional work and living environment in Monaco: sea and mountains on the doorstep, 300 days of sun per year and a safe and secure community.

How to apply

World Athletics is an equal opportunity employer and strongly encourages applications from suitably qualified and eligible candidates regardless of gender, ethnicity, disability, age, sexual orientation, gender identity, religion or belief.

To apply candidates should send the following in English to emploi@worldathletics.org

- ☺ Letter of application highlighting your interest in the post and your relevant experience
- ☺ Up to date curriculum vitae
- ☺ Details of current remuneration
- ☺ Names and contact details for three referees (referees will not be contacted until final interview stage)