

JOB TITLE :	Senior Case Manager
DEPARTMENT :	Case Management
REPORTING TO :	Deputy Head of Case Management
MANAGING OTHERS :	No

Type of contract :	Unfixed term contract CDI	Status :	Cadre	Level:	Manager
Time :	Full time	Travel :	Occasional		

MAIN INTERNAL CONTACTS	MAIN EXTERNAL CONTACTS
<ul style="list-style-type: none"> • Deputy Head of Case Management, Case Managers, Results Management Co-ordinator(s) • Head of AIU, Deputy Head of AIU, Legal Counsel/Head of Case Management, Head of Testing, Head of Investigations, Investigators, Communication & Education Manager, Office Manager 	<ul style="list-style-type: none"> • External Legal Counsel • World Athletics • National Federations • Athlete Representatives • Athletes • National agencies • Law enforcement agencies

GENERAL OVERVIEW OF THE POSITION

The Senior Case Manager has primary responsibility for the management of non-doping cases arising under the Integrity Code of Conduct but also, where appropriate, for non-analytical doping cases arising under the World Athletics Anti-Doping Rules.

The Senior Case Manager manages cases through all phases of the disciplinary proceedings under the Integrity Code of Conduct and/or the World Athletics Anti-Doping Rules, co-operating internally with the AIU's investigation function and externally with third parties such as external Legal Counsel, experts, National Federations, National Anti-Doping Agencies, national agencies and law enforcement agencies.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- Managing disciplinary cases of a non-doping nature before the Disciplinary Tribunal
 - Managing the conduct of international cases before the Disciplinary Tribunal
 - Using the case management database in accordance with agreed protocol(s) to ensure the effective monitoring of cases

- Conducting all correspondence with Sport Resolutions as secretariat to the Disciplinary Tribunal
 - Attending Preliminary Meetings (usually via conference call) including doing the advocacy for the same
 - Drafting pleadings
 - Drafting witness statements/expert reports
 - Conducting hearing preparations, including liaising with the Sport Resolutions office and any witnesses/experts
 - Conducting advocacy at hearings as agreed
 - Instructing External Counsel where necessary and as agreed
 - Reporting to the Deputy Head of Case Management on the progress of cases on a regular (at least weekly) basis
- Managing appeals of a non-doping nature before the Court of Arbitration for Sport
 - Managing the conduct of non-doping appeals before CAS as allocated by the Deputy Head of Case Management
 - Using the case management database in accordance with agreed protocol(s) to ensure the effective monitoring of appeals
 - Drafting witness statements/expert reports (to be settled by external counsel)
 - Conducting hearing preparations, including liaising with the CAS Office and any witnesses/experts
 - Conducting advocacy at appeal hearings as agreed
 - Instructing External Counsel where necessary and as agreed
 - Reporting to the Deputy Head of Case Management on a regular (at least weekly) basis
- Providing support to the Investigations function
 - Working closely with the AIU's Investigations function in investigating potential misconduct under the Integrity Code of Conduct and bringing cases forward to discipline
 - Attending witness interviews and providing legal support where necessary
 - Supervising cases of potential substantial assistance
- Assisting with reporting to the Board
 - Assisting the Head of Case Management in preparing memos to the Board in individual cases where there is a proposal to reduce/suspend a sanction
 - Assisting the Head of Case Management in preparing memos to the Board for a determination of a case to answer

- Assisting the Head of Case Management in preparing memos to the Board for determination of whether to appeal a first instance case to CAS (or to participate in any other case before CAS)
- Advising on AIU regulatory framework
 - Assisting the Head of Case Management in keeping the AIU regulatory framework under regular review
 - Assisting 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 & EXPERIENCE REQUIRED

- The Senior Case Manager will have a minimum of 6 years' experience in the management of legal cases within a regulatory environment, with experience of working in the sports/integrity sector an advantage. Some prior anti-doping experience would be considered an advantage but is not essential for the role.

SOFT SKILLS & EXPECTED BEHAVIOUR

- Excellent legal drafting and advocacy skills
- Rigorous and methodical approach - good analytical skills and close attention to detail
- Ability to work autonomously but also as part of a team
- Total integrity
- Highly efficient
- Confidentiality

LANGUAGES & IT

- Excellent level of English both written and verbal
- Working level of French an advantage
- Competency in other languages a bonus

EDUCATIONAL BACKGROUND

- Master's degree in Law

HOW TO APPLY

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

To apply candidates should send the following in English emploi@worldathletics.org before 31/01/2022 ;

- Letter of application highlighting your motivation for the post and 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)