

JOB TITLE :	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"> • Head of AIU, Deputy Head of AIU, Legal Counsel, Head of Testing, Head of Investigations, Investigators, Communication & Education Manager, Office Manager • Deputy Head of Case Management, Case Managers, Case Management Assistant(s) 	<ul style="list-style-type: none"> • External Legal Counsel • Scientific and other Experts • WA • National Federations • National Anti-Doping Agencies • WADA • Athlete Representatives • Athletes

GENERAL OVERVIEW OF THE POSITION

The Case Manager is responsible for the management of doping and non-doping cases arising respectively under the World Athletics Anti-Doping Rules and the Integrity Code of Conduct.

The Case Manager manages cases through all phases of the disciplinary proceedings under the World Athletics Anti-Doping Rules and/or the Integrity Code of Conduct, co-operating where necessary with external third parties such as external Legal Counsel, Experts (scientific and other), WADA, WADA-accredited Laboratories, National Anti-Doping Agencies and National Federations.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- Overseeing the conduct of national-level doping cases
 - Following the conduct of national-level doping cases before the relevant tribunal of the athlete or other person's national federation

- Using the case management database in accordance with agreed protocol(s) to ensure the effective monitoring of national cases
- Managing communications with the relevant national federation (or other delegated entity at national level) to ensure the World Athletics Rules are upheld
- Reporting on a regular basis to the Deputy Head of Case Management
- Managing disciplinary cases (doping and non-doping) before the Disciplinary Tribunal
 - Managing the conduct of international cases before the Disciplinary Tribunal, including the autonomous management of cases as authorised
 - Using the case management database in accordance with agreed protocol(s) to ensure the effective monitoring of cases
 - Conducting all correspondence with Sport Resolutions
 - Attending Preliminary Meetings (usually via conference call) and doing the advocacy for such whenever possible and as agreed
 - Drafting pleadings
 - Drafting witness statements/expert reports
 - Conducting hearing preparations, including liaising with the Sport Resolutions office and any witnesses/experts
 - Instructing External Counsel
 - Reporting to the Deputy Head of Case Management on the progress of cases on a regular (at least weekly) basis
- Managing appeals (doping and non-doping) before the Court of Arbitration for Sport
 - Managing the conduct of 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
 - Instructing External Counsel
 - Reporting to the Deputy Head of Case Management on a regular basis
- Providing support to the Investigations function
 - Working closely with the AIU's Investigations function in investigating potential misconduct under the Rules 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 Deputy 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 Deputy Head of Case Management in preparing memos to the Board for a determination of a case to answer
 - Assisting the Deputy 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 Deputy 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 meetings as an AIU representative

SKILLS & EXPERIENCE REQUIRED

- The Case Manager will have a minimum of 4 years' experience in a role managing legal cases within a regulatory environment, with experience working in the sports/integrity sector an advantage

SOFT SKILLS & EXPECTED BEHAVIOUR

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

LANGUAGES & IT

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

EDUCATIONAL BACKGROUND

- Bachelor's degree in Law