

JOB TITLE :	ANALYST / INVESTIGATOR
DEPARTMENT :	AIU
REPORTING TO :	Head of Integrity Unit
MANAGING OTHERS :	No

Type of contract :	Unfixed term contract CDI	Status :	Choisissez un élément.	Level :	Choisissez un élément.
Time :	Full time	Travel :	Occasional		

MAIN INTERNAL CONTACTS	MAIN EXTERNAL CONTACTS
<ul style="list-style-type: none"> • Head of Integrity Unit and Deputy Head • Head of Investigations and Intelligence team • Results Management Team • Testing Team • Office Manager 	<ul style="list-style-type: none"> • WADA I&I Team • Anti-doping Agencies • Law enforcement agencies • Border authorities • Government Entities • International and National Federations • Sports Organisations • Athletics Stakeholders

GENERAL OVERVIEW OF THE POSITION

The Analyst/investigator will be responsible for conducting and reporting on investigations into potential or alleged breaches of the Integrity Code of Conduct and the Anti-Doping rules. Breaches are related to corruption and fraud matters, transfers of allegiance, age manipulation, outcome fixing and manipulation, sexual harassment, and doping. The Analyst/investigator will work within the Investigations team, and will work closely with the Results Management Team and the Testing Team. The Analyst/investigator will also maintain external working relations with the WADA I&I team, and NADOs around the world. The Analyst/investigator will be required to develop and maintain a global network of contacts within sporting and anti-doping entities.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- Assessing and conducting preliminary reviews of potential breaches of the Integrity Code of Conduct, including analysis of the information, intelligence and evidence available, and consulting with third parties when necessary. Ensuring all data and information received from multiple sources is triaged, prioritised, processed and analysed effectively, and ensures the information and the sources are appropriately evaluated.

- Ensures the quality of input of information into the relevant database systems enables effective research, recovery and analysis of that data.
- Participates in team investigations and analysis projects, through conducting evidential-standard interviews, collecting social-media intelligence (SOCMINT), undertaking digital forensics missions, liaising with stakeholder intelligence interlocutors, law enforcement and government agencies, and using electronic analytical tools in the development and production of investigation themes, link charts, timelines and reports.
- Interviewing or coordinating the interviewing of athletes, athlete support personnel and officials who are suspected or charged with a breach of the Integrity Code of Conduct.
- Reviewing and evaluating information collected or to be collected in the course of an investigation and determining potential courses of action in close cooperation with the head of the Investigations Team.
- Identifying patterns, links, networks, behavioural commonalities amongst the athletics community that indicate doping, corruption or other potential violations of the law, Codes, International Standards, Rules and Regulations.
- Rigorous recording and tracking of information/evidence collected and actions taken in the course of investigations.
- Assisting the Results Management team in investigating substantial assistance applications and potential non-AAF ADRVs in doping-related cases.
- Working with the Testing Team, feeding in intelligence and analytical outputs to develop intelligence-driven target-testing strategies and outcomes.
- Work with the Education Manager feeding in developments and trends relating to the athletics community to assist in the development of refined education strategies.
- Identifying, developing and maintaining a global network of contacts and processing information obtained in a sensitive and confidential way.
- Liaising with WADA I&I Team, Anti-doping Agencies, Law enforcement agencies, Border authorities, International Federations, Sports Organisations, Athletics Stakeholders on a regular basis for doping-related matters, corruption cases, transfers of allegiance, harassment complaints, and sports manipulation and age manipulation matters.
- Coordinating the sharing of sensitive intelligence to the appropriate national and/or international law enforcement agencies and regulatory bodies for potential investigative action.

- Develop and maintain extensive knowledge of doping-related science and medical information, in particular keeping current with doping substances, methods and prevalence of doping in all Athletics disciplines.
- Preparing investigation reports for the Results Management Unit and Head of Integrity Unit.
- Undertaking any other work as instructed by the Head or the Board of the Athletics Integrity Unit.

• SKILLS & EXPERIENCE REQUIRED

- Comprehensive knowledge and application of the World Anti-Doping Code and International Standards, working in differing legal jurisdictions, and extensive application of investigations work for results management outcomes.
- Comprehensive knowledge and application of the use of WADA systems, in particular ADAMS, in investigations and analysis work.
- Comprehensive knowledge and application of sports analysis techniques in identifying potential targets, vulnerabilities, patterns, links, networks and commonalities leading to improved investigations outcomes, particularly focused upon potential harassment, abuse and maltreatment in athletics.
- Proven experience in interviewing people and in other information gathering methods.
- Proven experience in analysis techniques, in particular using ADAMS data, athlete medical information, open sourced information, performance data and other information for target testing and investigations priorities.
- Formal qualifications, comprehensive knowledge and experience in the sports psychology environment and sports integrity-related environment, ideally at the national or international level and in more than one role.
- Deep knowledge of sport environment / worldwide and practice

SOFT SKILLS & EXPECTED BEHAVIOUR

- Able to fit in with the Integrity Unit's culture and values: a strong work ethic, a good team player and complete dedication to protecting the integrity of sport.
- Rigorous and methodical in approach.
- A person of impeccable integrity.

- Autonomous, able to work quickly and accurately and without supervision in a structured and organized manner.
- Strong communication skills, both in compiling written reports and making oral presentations.
- Ability to handle and manage strictly confidential information.

LANGUAGES & IT

- Fluent in English, oral and written – other languages (in particular Arabic, Russian, Spanish, French, or Mandarin) an asset.

EDUCATIONAL BACKGROUND

- Bachelor's degree