

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

Type of contract :	Unfixed term contract CDI	Status :	Choisissez un élément.	Level:	Choisissez un élément.
Time :	Full time	Travel :	No		

MAIN INTERNAL CONTACTS	MAIN EXTERNAL CONTACTS
<ul style="list-style-type: none"> Deputy Head of Case Management, Case Manager(s), Results Management Co-ordinator(s), members of Testing and Investigations teams 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 National Anti-Doping Organisations Athlete Representatives Athletes

GENERAL OVERVIEW OF THE POSITION

The Paralegal is responsible for assisting with all administrative aspects of the management of disciplinary cases arising under the World Athletics Anti-Doping Rules and/or the Integrity Code of Conduct.

The Paralegal has particular responsibility in assisting the Results Management Coordinator in charge of the management of Whereabouts Failures arising under the Anti-Doping Rules.

DESCRIPTION OF KEY RESPONSIBILITIES OF THE POSITION

- Registering new disciplinary cases in the case management system (national/international and doping/non-doping)
 - Retrieving notification of new doping cases in ADAMS

- Registering new cases in the case management database in accordance with agreed protocol(s)
- Preparing hard copy files where agreed, including cover sheets
- Notifying the Deputy Head of Case Management of the registration of new cases for allocation within the team
- Assisting in the management of disciplinary cases (national/international and doping/non-doping)
 - Assisting case managers/co-ordinators in the management of disciplinary cases as required
 - Sending reminder letters to National Federations/National Anti-Doping Organizations, in consultation with the case managers/assistants
 - Collating documents for Athlete Biological Passport cases (including Doping Control Forms/Laboratory Documentation Packages)
 - Preparing bundles for hearings before the Disciplinary Tribunal and/or CAS
 - Other administrative tasks as requested
- Assisting in the management of Whereabouts Failures
 - Working alongside the dedicated Results Management Co-ordinator in charge of the management of Whereabouts Failures including:
 - Monitoring the adequacy/compliance of whereabouts information filed in ADAMS by athletes in the International Registered Testing Pool and, if need be, initiating the results management process in the form of a first notification letter (Filing Failure)
 - Monitoring Unsuccessful Attempt Forms for the testing of athletes in the International Registered Testing Pool and making a preliminary evaluation as to whether an Unsuccessful Attempt might constitute a Whereabouts Failure by reference to the relevant criteria and, if so, initiating the results management process in the form of a first notification letter (Missed Test)
 - Reviewing athlete responses to first notification letters and determining if a Whereabouts Failure should be concluded (if need be, following further investigation and consultation with case managers/assistants)
 - Preparing files for Administrative Review if requested by an athlete
 - Recording finalized Whereabouts Failures in ADAMS
 - Monitoring Unsuccessful Attempts to test athletes in National Registered Testing Pools and ensuring that they are properly followed up and concluded at national level
 - Reporting on concluded Whereabouts Failures to the Deputy Head of Case Management

- Collaborating with the Testing team in connection with the management of Whereabouts Failures in particular with a view to maximizing efficiencies in the process
- Registering closure of disciplinary cases in the system
 - Reporting to the Deputy Head of case management on the closure of cases
 - Preparing internal sanction memos in consultation with Case Managers/Results Management Co-ordinators
 - Assisting in the publication of final decisions, including updating the AIU website
 - Assisting with the publication of statistics/reporting of statistics to the Board
 - Registering files as closed on the case management database
 - Archiving any hard copy files

EXPERIENCE REQUIRED

- The Paralegal will have experience of working in office administration and the management of files. Experience of working in a legal environment is an advantage but not essential.

SOFT SKILLS & EXPECTED BEHAVIOUR

- Excellent organisational and administration skills
- Rigorous and methodical approach - 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
- Good IT skills essential and experience of working with databases an advantage

EDUCATIONAL BACKGROUND

- Bachelor's degree in Law