

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

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

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

#### 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