

## JOB DESCRIPTION

<b>Title</b>	<b>INVESTIGATOR</b>
<b>Department/Unit</b>	Athletics Integrity Unit
<b>Activity rate</b>	100%
<b>Reports to</b>	Head of Integrity Unit

### Overview

Based in Monaco

The Investigator will be responsible for conducting and reporting on investigations into potential or alleged breaches of the Integrity Code of Conduct uncovered by or reported to the Athletics Integrity Unit. The investigator will work closely with the Intelligence Officer, the Case Management Unit and WADA's Investigations team. The Investigator will be required to establish and maintain a global network of informants, investigators and collaborators and to set-up and employ innovative and effective investigation tools.

### Key Relationships

#### Internally

- Head of Integrity Unit
- Legal advice

#### Externally

- Law enforcement agencies, police authorities
- WADA's investigators Team
- Anti-doping Agencies

### Main missions

- Assessing and conducting preliminary reviews of potential breaches of the Integrity Code of Conduct, including analysis of the evidence available and consulting with third parties, when necessary.
- 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 Intelligence Officer.
- Rigorous recording and tracking of information/evidence collected and actions taken in the course of investigations.
- Assisting the Case Management team in substantial assistance applications in doping-related cases.
- Identifying, developing and maintaining a global network of informants and collaborators and processing information obtained in a sensitive and confidential way.
- Initiating and developing innovative methods and tools to facilitate the conduct of investigations and/or the collection of new information/evidence.
- Liaising with and reporting to WADA's Investigation Team and other collaborators on a regular basis for doping-related investigations.
- Cooperating with the IAAF Ethics Commission in relation to ongoing investigations.
- Coordinating the sharing of sensitive intelligence to the appropriate national and/or international law enforcement agencies and regulatory bodies for potential investigative action.
- Preparing investigation reports for the Case Management Unit and Head of Integrity Unit.
- Undertaking any other work as instructed by the Head or the Board of the Athletics Integrity Unit.

## Role Competencies

- Fluent in English, oral and written – other languages an asset.
- Significant experience (minimum of 6 years) in leading investigations on an international level, including across different jurisdictions.
- International law enforcement experience/background a must.
- Sound knowledge of Cyber investigations.
- Proven experience in interviewing people and in other intelligence gathering methods.
- Well-developed investigative logic and ability to identify and follow up leads.
- A good analytical mind and ability to summarise complex matters.
- 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.

## Core Competencies

- 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.

Please send your application to: [roles@athleticsintegrity.org](mailto:roles@athleticsintegrity.org)

Deadline to apply: **30<sup>th</sup> June 2017**