

## Intelligence Coordinator

The Canadian Centre for Ethics in Sport (CCES) is an independent, national, not-for-profit organization. We want to make sport better because we recognize that quality sport can make a great difference for individuals, communities and our country. We work collaboratively with the Canadian and international sport communities to activate a values-based and principle-driven sport system; protect the integrity of sport from the negative forces of doping and other unethical threats; and advocate for sport that is fair, safe and open to everyone. The CCES is seeking an individual to fill this ten-month term maternity leave placement.

The Intelligence Coordinator contributes to the operations of the CCES by coordinating the gathering and development of anti-doping intelligence in order to effectively plan doping control testing sessions and contribute to the overall development, maintenance and improvement of the Canadian Anti-Doping Program (CADP). The Intelligence Coordinator assists the Manager, Intelligence and Results with the day to day management of the Intelligence and Investigations program and assists in directing non-analytical case management. The Intelligence Coordinator contributes to the development and implementation of procedures and processes in the Intelligence and Investigations Program. The Intelligence assists with major games services and fee-for-service testing in addition to providing anti-doping information services to clients. The Intelligence contributes to the CCES Quality Management System and the Doping Control Officer (DCO)/Chaperone Program, and assists Anti-Doping staff in other areas of the Anti-Doping Program or other CCES operations as required.

## Duties & Responsibilities:

### Coordination of Intelligence and Investigations Program

- Provide CCES with an intelligence analysis capability, in particular to identify doping-related activities and relationships that undermine the integrity of sport, identify information or evidential gaps and to present analytical work through reports and briefings;
- Assist in the development of policies and practices relating to the receipt, processing and retention of intelligence that ensure CCES promotes the highest standards in delivering doping-free sport;
- Assist in the development of intelligence management systems and support working practices and appropriate internal programs with stakeholders, including law enforcement partners;
- Contribute to the preparation of cases for possible Anti-Doping Rule Violation proceedings and any investigations conducted on behalf of CCES;
- Review and implement intelligence related strategy and operational policy within the intelligence team;
- Make recommendations for prevention, education, intervention, intelligence and enforcement opportunities;
- Assist with the general day to day operations of the intelligence flow both internally and externally;

- Contribute to the search for new and innovative approaches to anti-doping and assist CCES staff to make better use of the research and analysis skills provided by the intelligence team through both proactive and reactive responses to doping.

#### Coordination of Doping Control Testing

- Coordinate domestic doping control program testing within specified sports in accordance with the Test Distribution Plan;
- Coordinate fee-for-service testing for specified sports/clients;
- Assist with athlete whereabouts requirements;
- Troubleshoot and problem solve with DCOs and National Sport Organizations (NSOs);
- Act as DCO/Chaperone when required.

#### Testing Program Development

- Assist with administration of Registered Testing Pool (RTP) and Domestic Testing Pool (DTP) submission processes, including related liaison and follow-up with NSOs and athletes for specified sports/clients;
- Administer and monitor the test distribution plan;
- Conduct quarterly athlete selection draws consistent with test distribution plans;
- Maintain tracking systems for RTP submissions;
- Coordinate pre-games testing and related activities as required.

#### CADP Adoption Responsibilities

- Assist NSOs in meeting their responsibilities under the CADP;
- Respond to NSO inquiries regarding their adoption of the CADP;
- Identify athletes for inclusion in the National Athlete Pool and maintain athlete records.

#### DCO/Chaperone Program

- Assist with recruitment and training of DCOs and Chaperones as required;
- Assist with coordinating DCO Manual reviews and revisions as required;
- Assist with providing performance feedback to DCOs and Chaperones as required;
- Assist with the development of Chaperone program as required;
- Assist with verification and completion of DCO and Chaperone claim forms as required;
- Maintain DCO/Chaperone records as required.

#### Major Games Services/Fee-for-Service Testing

- Coordinate major games services/fee-for-service testing/act as DCO, as required.

#### Client Information Services

- Respond to general doping control inquiries;
- Prepare and give presentations;
- Assist with reviews/revisions of Anti-Doping Program resources;
- Assist with distribution of key resources to NSOs and athletes.

### **Qualifications and Competencies:**

- Bachelor degree in the field of sport, health, social science and/or business or equivalent combination of education and experience.
- A minimum one year experience in a relevant position, knowledge of the Canadian sport community and drug-free sport and Doping Control Programs preferred.
- Proven project coordination skills including the ability to prioritize, meet deadlines, work under pressure and adapt to a fast paced changing environment while maintaining attention to detail.
- Excellent interpersonal skills, ability to learn quickly and self-motivate while working independently and/or collaborating as part of a team.
- Ability to give presentations.
- Proficient in MS Word, Excel, PowerPoint, Outlook.
- Excellent English verbal and written communication skills.
- Functional in French language (verbal and written) preferred.

**Starting Annual Salary Range: \$37,000 - \$39,000**

**Location:** Ottawa

Applications for this position should be submitted in confidence electronically by **July 13, 2017** to the attention of Rosemary Foerster, Manager, Human Resources, Canadian Centre for Ethics in Sport at [personnel@cces.ca](mailto:personnel@cces.ca).

Throughout its recruitment process, the CCES is committed to Canada's linguistic duality and diversity of its people. We welcome expressions of interest from all qualified applicants including Aboriginal persons, persons with disabilities, members of visible minority groups, and all gender identities and sexual orientations. Upon request, accommodation will be provided during the hiring process.

This position is made possible with financial support from the Government of Canada. We thank all applicants for their interest but only applicants selected for an interview will be contacted.

For more information about the CCES, please visit [www.cces.ca](http://www.cces.ca)