

## Manager, Sample Collection Personnel

The Canadian Centre for Ethics in Sport (CCES) is an independent, national, not-for-profit organization. We recognize that true sport can make a great difference for individuals, communities and our country. We are committed to working collaboratively to activate a values-based and principle-driven sport system; protecting the integrity of sport from the negative forces of doping and other unethical threats; and advocating for sport that is fair, safe and open to everyone. The CCES is seeking a fluently bilingual individual to fill this fulltime permanent position.

As the successful candidate, you will contribute to the operations of the CCES by managing the Sample Collection Personnel (Doping Control Officer (DCO), Blood Collection Officer (BCO) and Chaperone) program to ensure that there are adequate numbers of trained DCOs to meet the Anti-Doping Program objectives. The Manager, Sample Collection Personnel also contributes to the overall development, maintenance and improvement of the Canadian Anti-Doping Program including the CCES' Quality Management System for Anti-Doping in addition to providing leadership and supervision to the Coordinator, Sample Collection Personnel, along with trouble shooting and problem solving in key responsibility areas.

### Key duties and responsibilities include the following:

#### DCO / Chaperone Program

- Manage DCO, BCO and Chaperone Program;
- Monitor sample collection personnel recruitment needs (DCOs, BCOs and Chaperones) to ensure adequate numbers of sample collection personnel are consistent with anti-doping program objectives;
- Lead recruitment, training, certification of new Doping Control Officers (DCOs);
- Lead DCO / Chaperone training, (re)certification and evaluation programs;
- Develop, maintain and implement all policies and procedures related to improving the quality and performance of DCOs including manual revisions, bulletins, e-learning materials
- Monitor, maintain and improve CADPaccess;
- Provide performance feedback to DCOs / Chaperones;
- Develop content and lead the delivery of all training workshops, recertification conferences, conference calls and e-learning tools for DCOs, BCOs and Chaperones;
- Lead the development and delivery of training materials for International clients as it relates to the training of their sample collection personnel as required.

#### Human Resources Management

- Maintain and update confidential records for all part-time casual employees (i.e. DCOs);
- Develop and maintain work processes for all areas of the SCP program including the hiring, termination and resignation of DCOs;
- Respond to employment inquiries relating to the availability of DCO and Chaperone positions;
- Monitor, maintain and improve the DCO Human Resource Manual as required;
- Work in collaboration with the Manager, Human Resources as well as the Senior Manager, Corporate Operations to ensure DCOs are meeting all employee standards.

### Coordination of Doping Control Testing

- provide guidance and advice to sport coordinators on test coordination and all matters related to the effective implementation of the sample collection personnel program requirements;
- Coordinate domestic program doping control testing within specified sports in accordance with the TDP;
- 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 a DCO/Chaperone when 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.

### **Qualifications and Competencies:**

- University degree in the field of sport, health, education, social science and/or marketing or equivalent combination of education and experience.
- Demonstrated success in personnel oversight including employee development and performance management
- Minimum two years' experience in a relevant coordinator position(s).
- Knowledge of anti-doping programs including the World Anti-Doping Program and its implementation across the international and Canadian sport systems.
- Ability to work in a collaborative, supportive fashion in a way that promotes the organization's best interests in keeping with the CCES corporate culture.
- Knowledge of the greater Canadian Sport Community and a strong understanding of current ethical issues impacting sport.
- Professional conduct, sound judgement and leadership skills. Strong interpersonal skills including tact, diplomacy, and flexibility to work effectively with colleagues and peers.
- Highly conscious and aware of confidentiality and integrity with the ability to manage and interpret sensitive and confidential data.
- Strong organizational skills, accuracy and attention to detail are essential.
- Demonstrated time management, problem solving and conflict resolution skills.
- Proficient in MS Word, Excel, PowerPoint, Outlook.
- Excellent verbal and written communication skills in both official languages.

**Starting Annual Salary Range:** \$40,600 - \$45,000

**Location:** Ottawa

Applications for this position should be submitted in confidence electronically by **May 3, 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).