

Senior Manager, True Sport

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 an individual to fill this full-time permanent position.

As a member of the CCES Management Team, the Senior Manager, True Sport contributes to the efficacy of the CCES through the development, implementation, monitoring, delivery and evaluation of CCES' leadership role in activating a values-based and principle-driven sport system, and through protecting the integrity of sport. The Senior Manager shall provide effective oversight for a team of staff working in the areas of education, athlete services, members' services, ethics services and community engagement. In addition, the Senior Manager will contribute to the development, implementation and continuous improvement of the CCES Quality Management System. Working closely with the Senior Director, the Senior Manager will contribute to effective and cohesive strategic planning and the efficient use of resources. The Senior Manager will also contribute to the development and maintenance of partnerships and productive working relationships with various stakeholders in the Canadian sport community and represent the CCES at meetings, conferences and events.

Key duties and responsibilities include the following:

Ethical Sport Issues

- monitor emerging ethical issues relevant to sport to inform the development and prioritization of the Ethical Sport Issue action plans;
- oversee and contribute to the implementation and delivery of programs, projects and other initiatives in accordance with CCES' Ethical Sport Issue action plans;
- collaborate with the *Senior Manager, CADP and Senior Manager, Ethical Sport Enterprises* to ensure collaboration and efficient implementation of programs and initiatives design to elevate ethical conduct in sport;

Education and Athlete Services

- ensure athlete services' initiatives are effective, efficient, Code compliant and reflect the broader mandate, language and strategic goals of the CCES;
- review and monitor annual education plans to ensure they utilize technology and various mediums are values-based, LTAD appropriate, Code compliant and reflect the broader mandate, language and strategic goals of the CCES;
- maintain open communication with the Canadian Anti-doping Team to monitor international developments in the area of athlete services and ensure education and athlete service deliverables meet the requirements identified within the CADP;

True Sport

- collaborate on the development and implementation of plans to grow the True Sport brand, leverage existing membership, and provide tools and resources to foster quality sport at all levels of sport in Canada;
- contribute to the planning, implementation and successful delivery of third party funded programs and initiatives;
- work with the *Senior Director, Quality Sport* to foster alignment between the CCES' True Sport efforts and initiatives of the True Sport Foundation;

Administration & Oversight

- participate in and provide liaison, facilitation, coordination and support for relevant expert and volunteer committees as required;
- work with the *Manager, Corporate Integration* to ensure that Quality Management procedures and processes are maintained, developed and implemented;
- provide effective oversight to, and leadership for, members of the True Sport team;
- conduct performance reviews and recommend training and development opportunities for direct reports;
- manage relevant budget accounts, prepare reports and submissions as required;
- monitor annual targets and objectives and oversee the development of work plans for the various units within the team.

Management Team/Committee Member

- be a member of Management Team/Committee;
- assist with team level planning, policy development, decision making and problem solving;
- assist with securing and maintaining financial, human and operational resources;
- help ensure proper administration and financial management of day-to-day operations;
- help ensure CCES mandate is being achieved;
- participate in Quality Management System review meetings;
- assist with support to Board of Directors and other governance committees as required.

Partnership Development & Committee Representative

- develop and maintain existing and new partnerships relevant to CCES' mandate;
- represent the CCES with funders/stakeholders as required;
- represent the CCES at meetings, conference and events as required.

Qualifications and Competencies:

- University degree in the field of sport, health, education, social science and/or marketing or equivalent combination of education and experience. Graduate degree in relevant field of study preferred;
- Minimum five years' experience in a relevant managerial position(s) along with demonstrated success in managing multi-faceted programs across a broad stakeholder sector with significant budget oversight and responsibility;
- Extensive knowledge of anti-doping programs including the World Anti-Doping Program and its implementation across the international and Canadian sport systems;
- Broad knowledge of the regulatory and policy environment within which the CCES operates;
- Demonstrated success in personnel oversight including employee development and performance management;
- Success in achieving project goals while leading a team in fulfilling multiple project deliverables in a complex environment;
- Successful track record of performing effectively in a team setting and driven by team success;
- Able to work in a collaborative, supportive fashion and bring people together in a way that promotes the organization's best interests in keeping with the CCES corporate culture;
- Knowledge of the greater Canadian Sport Community, values-based education programs, and social change programs;
- Comprehensive 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, peers and direct reports;
- Demonstrated organizational, time management, problem solving and conflict resolution skills;
- Proficient in MS Word, Excel, PowerPoint, Outlook;
- Excellent English verbal and written communication skills;
- Functional in French language (verbal and written) preferred.

This position will be of interest to those with a current annual salary between \$58,000 and \$66,000.

Location: Ottawa

Applications for this position should be submitted in confidence electronically by **May 10, 2017** to the attention of Rosemary Foerster, Manager, Human Resources, Canadian Centre for Ethics in Sport at 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.