

Head of the Athletics Integrity Unit

The Head of the Athletics Integrity Unit will have had several years' experience in the management of multi-disciplinary executive teams in an international environment in the field of sport and/or integrity-related programmes.

Role

The Head of the Athletics Integrity Unit is in charge of the day to day activity of the Unit at an operational level and is responsible for implementing the strategy, policies and plans determined by the Integrity Unit Board.

In the first few months in the role, the Head of the Unit will be responsible for deciding on the optimum structure for the Unit, defining all internal processes and deploying sufficient resources to ensure that the Unit is operational with immediate effect.

The Head of Unit will ensure that the Athletics Integrity Unit performs to the highest possible standards, is innovative and operates in strict compliance with all relevant requirements.

Key relationships

Internal

- Chair Integrity Board
- Legal Counsel
- Deputy Head

External

- World Anti-Doping Agency
- National Anti-Doping Agencies
- Law enforcement organizations
- IAAF Member Federations
- Representatives of Athletics community
- Other International Sports Federations
- The International Olympic Committee
- Other Major Event Organizations
- Court of Arbitration for Sport

Responsibilities

The Head of the Unit will have the following responsibilities:

Strategies, policies & plans

- To propose an overall strategy, policies and plans for the Athletics Integrity Unit for the approval of the Integrity Unit Board
- To consult regularly with stakeholders in the sport in developing new or improved strategies, policies and plans for the Athletics Integrity Unit

Implementation/operations

- To implement the overall strategy, policies and plans for the Athletics Integrity Unit as approved by the Integrity Unit Board

- To supervise the Integrity Unit's operations on a day-to-day basis in accordance with the agreed strategy, policies and plans, including supervising:
 - implementation of the yearly Test Distribution Plan;
 - implementation of the yearly Communications & Education plan
- To oversee the selection and engagement of service providers, business partners, consultants etc. as required

Performance/development

- To ensure an efficient management and organizational structure for the Integrity Unit and a responsible use of resources at all times
- To propose, design, review and assess the feasibility of new projects and innovations for improvement of the Integrity Unit's performance for approval by the Integrity Unit Board
- To seek new partners and develop new partnerships
- To explore new revenue streams and opportunities for development

Reporting

- To report on the Integrity Unit's activities to the Integrity Unit Board on a regular basis, as required by the Board
- To supervise and approve all reporting to external bodies as necessary (e.g., WADA)
- To prepare and assist in the conduct of external audits of the Integrity Unit (e.g., ISO, Financial)

Personal attributes

- A person of impeccable integrity
- Outstanding management and leadership skills
- A team-builder with shrewd judgment of character. Capable of motivating people to work for a common goal in a harmonious and positive environment
- An influential, effective individual; articulate, tactful and open in communicating with others, across multi-cultural boundaries
- A committed and loyal individual, prepared to work the necessary hours and at weekends. Someone who leads in terms of commitment and work ethic by example. Prepared to travel extensively abroad.
- An analytical, numerate and disciplined thinker who has the ability to think through complex issues and develop effective solutions in a timely manner
- Ability to understand the 'big picture' and effectively communicate this to employees and stakeholders
- Politically astute and with an open style to build trust and effective relationships with all stakeholders in Athletics
- A strong track record of delivering against demanding targets
- Ability to work under serious pressure and media exposure
- Ability to speak and communicate in fluent English, with command of French an asset

Remuneration

Six figure basic salary, location Monaco

Selection Process

The Athletics Integrity Unit Board will be responsible for appointing the preferred candidate following completion of the search and selection process.

How to Apply

Applications to the email address applications.iuhead@iaaf.org must include the following:

- **A full Curriculum Vitae**
- **Confidential contact details** including address (work and home), telephone numbers (including mobile) and confidential email address
- **Current Remuneration:** full salary package and breakdown of its components
- **A letter of application** highlighting your motivation for the role and addressing the key selection criteria
- **Referees:** full contact details of three referees. Please note that referees will only be contacted after prior consultation with you. It is the candidate's responsibility to ensure that referees are willing to provide a reference when contacted by any member of the selection team

Date of commencement: please provide some indication of the earliest date that you could commence in the role.

The IAAF is an equal opportunities employer and welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Applications close: Wednesday 25th January 2017