

## JOB DESCRIPTION AND SPECIFICATION

Entity: Jamaica Anti-Doping Commission

<b>JOB TITLE:</b>	<b>Senior Director, Technical Services</b>
<b>JOB GRADE:</b>	<b>GMG/SEG 4</b>
<b>POST NUMBER:</b>	<b>263445</b>
<b>DEPARTMENT:</b>	<b>Technical Services</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>MANAGES:</b>	<ul style="list-style-type: none"><li>• <b>Sample Collection and Testing Manager</b></li><li>• <b>Results Manager</b></li><li>• <b>Whereabouts and Therapeutic Use Exemption Officer</b></li></ul>

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

## **JOB PURPOSE:**

Under the general direction of the Executive Director, the Director, Technical Services is responsible for administering the National Doping Control Programme according to the strategic objectives of the Commission and the World Anti-Doping Agency (WADA). The incumbent ensures that the Commission follows best practices when conducting the doping control process. The Director Technical Services is also responsible for tracking Anti-Doping activities, providing timely updates and making recommendations in accordance with international standards.

## **KEY OUTPUTS:**

- Corporate, operational and strategic plans prepared for the Technical Services Division.
- The budget for the Technical Services Division is prepared and monitored.
- The sample collection process adheres to JADCO rules and WADA standards.
- Results Management processes are developed and implemented in accordance with JADCO Anti-Doping Rules, the WADA International Standard for Testing and Investigations (ISTI) and any relevant and applicable WADA guidelines.
- Development of an intelligent and risk-based Test Distribution Plan in accordance with the ISTI and any relevant and applicable WADA Guidelines.
- Supervision of Technical Services staff.
- Drafting of policy documents, projections, reports, and cabinet submissions as required.
- Testing conducted in keeping with targets.
- Ensure that adequate sample collection personnel are recruited and trained.
- High standards of accountability and transparency are maintained in the sample collection and results management processes.
- Staff activities are planned, organised and directed.
- Individual work plan prepared.
- Staff appraisals conducted.
- Appropriate responses provided for complaints and enquiries.

## **KEY RESPONSIBILITIES:**

### **Strategic**

- Assists with the development of the Commission's strategic and operational plans and provide senior management team with expert technical advice on anti-doping matters.
- Prepares the annual operational and strategic plans for the division.
- Prepares and monitors the annual budget for the division.
- Prepares monthly, adhoc and annual reports for the division.
- Implement strategies to increase testing efficiency and reduce cost.
- Plans, directs and organises the work of the Technical Service division and monitors achievements against targets.
- Participates in the formulation of policies and procedures as a member of the senior management team.

- Establishes and implement systems for reporting work done against stated agreed work plans for the division.
- Assists the Executive Director in establishing partnerships with other National Anti-Doping Organisations.
- Develop and implement internal controls to manage and grow the division.
- Conducts research into anti-doping matters that are being referred for further review.
- Research and recommend changes to and the implementation of policies, procedures and systems to enhance the functioning of the division and the Commission's Technical programmes.
- Participates and prepares information regarding the testing programme, results management process and the anti-doping code for dissemination to stakeholders.
- Attend technical based conferences and workshops to foster increase partnerships and gain requisite knowledge to enhance the Commission's technical programmes.

### ***Technical / Professional Responsibilities***

#### **1. Testing Programme**

- Advises the Executive Director on matters relating to the testing programme.
- Oversees the preparation of statistical testing data monthly and as requested for analysis.
- Oversees the anti-doping testing programme.
- Develops and oversees the annual risk based test distribution plan in accordance with WADA Standards, Technical Document for Sport Specific Analysis (TDSSA) and models of best practice.
- Monitors testing numbers quarterly and ensures anti-doping programme achieves annual testing goals.
- Oversees the development of JADCO's Registered Testing Pool (RTP) and other Testing Pools.
- Monitors ongoing revisions to the RTP and other Testing Pools.
- Under the direction of the Executive Director, responds to WADA audit reports and develops procedures, protocols and policies necessary for the corrective actions to ensure code compliance.
- Ensures effective liaison and working relationships with the sport community with respect to anti-doping programme activities and policies.
- Oversees the Doping Control process on a regular basis to ensure that the requisite standards are being adhered to and that athletes' rights are maintained.
- Ensures compliance with Jamaican policies and practices and any other applicable regulations as it relates to blood collection
- Oversees the management of blood collection officers and that processes for blood export are in place e.g. trade licence, MOH approval.
- Assists with specialized services required for blood sample collection.
- Makes presentations on the Doping Control Process in regional workshops/education symposia across the island.

- Provides and vet all literature and brochures relating to Doping Control, Whereabouts, Therapeutic Use Exemption, ADRVS, etc, that are to be included in publications and other educational materials to be distributed.
- Provides guidance on the procurement of sample collection equipment and supplies.

## 2. Results Management

- Advices the Executive Director on matters relating to the Results Management process.

### a) Initial Reviews/Investigations

- Oversees the management of all initial reviews of adverse analytical findings (ADRV's).
- Oversees the management of all investigations of possible failures to comply.
- Oversees the management of all necessary communication with athletes, coaches, sport organizations, international federations, laboratories and WADA including, use of ADAMS.
- Oversees the management of all Missed Tests and Filing Failures reported.
- Oversees all Therapeutic Use Exemption (TUE) applications and processing.
- Oversees the posting of Doping Control Forms in Adams and JADCO doping control Database, server and register.
- Makes recommendations to the Executive Director on notices asserting anti-doping rule violations.
- Prepares and distributes notices asserting anti-doping rule violations.
- Oversees all laboratory certificates relating to blood and urine tests.
- Oversees the Athlete Biological Passport programme.
- Oversees the filing of Whereabouts Information inclusive of monitoring filing failures and missed tests.

### b) Intelligence and Investigations

- Assess intelligence reports to determine the involvement of athletes' personnel or athletes' entourage that can lead to criminal prosecution based on domestic legislation.
- Obtains, assesses and processes anti-doping intelligence data ;
  - ✓ in order to inform the development of an effective, intelligent and proportionate test distribution plan,
  - ✓ to plan target testing.
  - ✓ and/or to form the basis of an investigation into a possible anti-doping rule violation.
- Along with the Executive Director, determine if strategies are to be implemented that may lead to criminal prosecution /sanction.

### c) Hearings and Appeals

- In collaboration with the Executive Direction and the Commission's Legal Counsel, assists with the preparation of cases (evidence, files, and statements) to be submitted to the Independent Anti-doping Disciplinary Panel.
- Advise legal counsel on Anti-Doping Matters.
- Liaise with the Executive Director and Legal Counsel to marshal evidence for potential Anti-Doping Rule Violations and conduct the necessary follow up.
- Testify at hearings on behalf of the Commission for Athletes with anti-doping rules violations.
- Advises senior management, international sport organizations and WADA of status of hearings and appeals including, use of ADAMS.
- Maintains the registry of violations.
- Manages public disclosure of determinations, hearings and appeals.
- Manages and controls legal-related budget accounts as required.

### **3. Management of Retention Schedule**

- Physically track and monitor the different aspects of all athletes' files within the department and remove/delete or archive according to the Retention Schedule as stipulated by the International Standard for the Protection of Privacy and Personal Information (ISPPPI). These include:
  - Whereabouts Failures (Missed Tests/Filing Failures)
  - Adverse Analytical Findings (AAFs), Atypical Findings (ATFs) and other Anti-Doping Rule Violations (ADRVs)
  - TUE approval forms and supplementary medical information
  - Mission Orders
  - Doping Control Forms
  - Chain of Custody
  - A and B Samples stored by the laboratory
  - Tests Results

### **4. Human Resource Responsibilities**

- Provides guidance and supervision for Technical Services division staff and Doping Control Personnel (Chaperones, DCO and BCO) on priorities and day-to-day implementation of their responsibilities.
- Develops performance indicators for staff and reviews staff performance.
- Assess and address Technical Services Unit performance issues.
- Acts as site manager/JADCO representative and oversees doping control testing missions (in-competition and out-of-competition) as required.
- Participates in interview to recruit technical staff.
- Leads the development of sample collection personnel by conducting training, (re)certification and evaluation programs.

### **5. Finance**

- Verify Technical Services division invoices for payment.
- Assists with researching outstanding payments.

- Act as a Signatory of cheques and purchase orders as required.
- Approve online financial payments as required.

Other responsibilities as assigned by the Executive Director.

## **AUTHORITY**

The incumbent has the authority to:-

- Sign cheques on JADCO's behalf.
- Access and approve assigned online and hard copy financial documentation of the Commission.
- Recommend payments for authorisation.
- Oversees the Technical Division's chief responsibilities in the absence of the Executive Director, as required.

## **PERFORMANCE STANDARDS:**

1. All work must be conducted in accordance with the following standards:
  - The World Anti-doping Code
  - The Jamaica Anti-Doping Rules (JADCO Rules)
  - The Anti-Doping in Sport Act
  - All World Anti-Doping Agency mandatory International Standards
  - All World Anti-Doping Agency mandatory Technical Documents
  - World Anti-Doping Agency Guidelines as relevant and applicable
  - Any relevant and applicable Jamaican legislation
2. Reports completed according to stipulated deadlines.
3. The Technical services division is managed efficiently and with the highest confidentiality.

## **CONTACTS**

### **Internal**

- Executive Director
- Legal Counsel
- Sample collection personnel: Doping Control Officers (DCOs), Blood Collection Officers (BCOs) and Chaperones.

### **External Contacts**

- International and national athletes

- World Anti-Doping Agency (WADA) representatives
- International Association of Athletics Federation (IAAF)
- National Federations representatives
- International Federations (IFs) representatives
- National Anti-Doping Organisation (NADOs) representatives
- Athletes Support Personnel / Students
- WADA-accredited laboratories
- International & local stakeholders e.g. UNESCO and CCES etc

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- International and local travel required.
- Working outside of regular work hours required.
- Working on weekends and some public holidays may be required.
- Work under pressure to meet critical deadlines.

### **REQUIRED COMPETENCIES**

#### **Core**

- Excellent leadership and management skills.
- Excellent problem solving skills.
- Ability to communicate effectively, influence, negotiate and liaise with individuals and stakeholders at all levels.
- Excellent analytical skills
- High level of confidentiality
- Accuracy and attention to detail is essential.
- Excellent interpersonal skills and the ability to build effective working relationships.
- Strong organization skills, time management skills, and the ability to coordinate and manage multiple priorities.

#### **Technical**

- Thorough knowledge of appropriate policies and legislative guidelines in the field of Anti-doping (Anti-Doping Code, etc.).
- Knowledge of the ADAMS system.
- Knowledge of the WADA Code and International Standards.
- Knowledge of the Staff Orders, Administrative Polices, The Financial Administration and Audit Act and other instructions relevant to the management of Staff.
- A high level of proficiency in MS Office suit and other computer applications.

## **MINIMUM EDUCATION AND EXPERIENCE**

- Undergraduate university degree in the fields of biochemistry, chemistry, medicine, sport administration, health or social sciences or an equivalent combination of education and experience in a relevant position.
- Minimum of five (5) years experience in a related field at a managerial level.
- Knowledge of the Jamaican sport system.
- Working Experience in biochemistry, laboratory research or medicine an asset.
- Master Business Administration (MBA) would be an asset.