

Role Profile: WADA Ethics Officer

TITLE:	WADA Ethics Officer
REPORTING TO:	WADA Independent Ethics Board
TERM:	Initial three-year appointment (contract); with scope for additional two x three-year terms
LOCATION:	Flexible

Overview and Context

WADA is the international independent organisation created in 1999 to lead a collaborative worldwide movement for doping-free sport. Composed and funded by the Olympic Movement and Governments of the world, WADA has implemented the World Anti-Doping Code, which harmonises anti-doping policies in all sports and all countries.

WADA's Foundation Board (Board) has progressively introduced a series of governance reforms since its creation. In pursuit of WADA's core ethical values of integrity and openness, a [Code of Ethics \(COE\)](#) was adopted by the Board in November 2021. The purpose of the COE is to establish clear ethical standards over the activities of WADA's officials to ensure WADA can achieve its mission and protect its core values.

In June 2022, an Independent Ethics Board (IEB) was established with the responsibility of implementing the COE. The inaugural IEB is composed of nine members (seven Independent and one representing the Public Authorities and one representing the Olympic Movement). The IEB is considered a corporate body of WADA but operates independently of WADA and its Board.

Purpose of the Role

The Ethics Officer (EO) is in charge of managing cases as and when they arise under the COE. The EO acts independently of WADA, is not an employee of WADA and performs the duties as assigned to them by the COE and/or when instructed by the IEB. The appointment and removal of the EO is to be determined by the IEB. The EO reports directly to the Chair of the IEB.

As a new position, the forecast is that the post will be part-time. A service contract will be established where compensation for the work done and occurring reasonable expenses will be agreed upon.

Key Responsibilities

The EO will be responsible and accountable for:

- Ensuring the existence of effective and efficient reporting systems to enable officials to report information and/or lodge complaints.

- Ensuring proper oversight, management, prioritisation, and efficacy of all investigative operations.
- Preparing detail written reports for the IEB outlining results of investigations and where required, presenting reports to IEB appointed panels.
- Preparing written notices to persons subject of the investigation and maintaining communication with complainants through the investigative process.
- Where relevant, liaising with law enforcement bodies on matters potentially involving breaches of criminal law.
- Being the subject matter expert on all COE matters, able to advise the IEB specifically, and other departments and/or bodies of WADA where relevant.
- Performing any other duties as required by the IEB, for example, assisting WADA and the IEB in their education and awareness objectives concerning ethics.

Required Competencies

- Unimpeachable integrity, personal values and standards and a commitment to equality, inclusion, and diversity in the workplace.
- Experience in leading and managing investigations and/or disciplinary cases, including experience in interviewing witnesses and persons under investigation.
- Complaints management experience, including knowledge/use of whistle-blower/integrity hotlines and the management of complainants.
- Ability to manage competing and shifting priorities with limited resources.
- Capacity to use management information systems to manage a global case load.
- High level judgment and decision making, including the ability to analyse complex matters and varying/high volume information to identify conclusions and recommendations.
- High level communication skills, including oral (briefings, presentation, giving evidence) and written skills (briefing papers, complex investigation reports).
- International experience.
- Strong appreciation and awareness of cultural diversity.
- Fluency in English; written and spoken.

Desirable Competencies

- Education in a relevant field, e.g. Law, Management, Investigations, Human Resources.
- Anti-doping and/or anti-corruption knowledge/experience.
- Interest in, and understanding of, the sporting movement, including the integrity of sport.
- French language an asset.

Independence Requirements

The EO shall meet the independence requirements as defined in section 5 of the [Confirmation of Independence Form](#).

Selection Process

Applications are to be forwarded by **23 September 2022** to Ms. Mette Hartlev, Chair, WADA Independent Ethics Board (c/o governance@wada-ama.org).

To be considered, all applications must include the following:

- a motivation letter expressing reasons behind interest in appointment,
- an updated curriculum vitae, fully outlining relevant experience and expertise; and
- completion of the the [Confirmation of Independence Form](#), confirming that the required independence criteria are met.

According to Article 4.3 of the COE (Selection Process of the Ethics Officer), *“The Independent Ethics Board shall search and identify suitable candidate profiles for the position of Ethics Officer and request the Nominations Committee to review and verify (including vetting) the candidates for the position. The Nominations Committee may invite the candidates for interviews and shall prepare a file for each candidate. The Chair of the Nominations Committee shall submit the results of its review and vetting process, together with the relevant dossiers, to the Independent Ethics Board, with a recommendation on each candidate”*.

Applicants that are retained will be requested to provide up to three referees who may be contacted by the WADA Nominations Committee and will be asked to consent to the use of third-party services to conduct vetting.

Any questions should also be directed to Ms. Mette Hartlev, Chair, WADA Independent Ethics Board (c/o governance@wada-ama.org).