

2017 April 24

CEO POSITION DESCRIPTION¹

JOB TITLE Chief Executive Officer
REPORTS TO Chair of Institute of National Anti-Doping Organisations

JOB PURPOSE

To lead and manage the Institute of National Anti-Doping Organisations (iNADO) toward its Vision of Clean Sport Together, and it to realize its Mission of sharing best practices by National Anti-Doping Organisations (NADOs) and enabling NADOs to speak with one international voice.

JOB DIMENSIONS

iNADO is a not-for-profit membership organisation funded by Member subscriptions, by grants from sporting and governmental bodies and other organizations and by partnerships with anti-doping suppliers. Currently, 67 NADOs are Members of iNADO.

The body has a budget of between US\$400,000 and 500,000 per year, and a current staff of three, including the CEO.

The Institute is incorporated and registered under the laws of the United Kingdom, is registered in Germany, and is based in Bonn, Germany.

While the position reports to the Chair (currently based in Ottawa, Canada), in practical terms, there is a very strong working relationship, particularly on business matters, with the Vice-Chair (currently based in Bonn, Germany).

For more information on iNADO, please visit www.inado.org and <https://www.facebook.com/inado.org/>.

¹ This position description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.

WHAT WE HAVE TO OFFER

- A leading international role in serving and protecting clean athletes and clean sport.
- A challenging position in a dynamic, well-respected organisation and a fascinating, multi-disciplinary field.
- An enthusiastic and supportive membership, and the expectation of additional Members.
- A solid financial foundation and a six-month operating reserve.
- Well-established partnership arrangements with leading suppliers to anti-doping organisations which provide a stream of revenue to supplement membership fee income.
- An experienced international volunteer Board of Directors comprised of up to eight well-known anti-doping leaders from a variety of fields.
- 2 experienced and multi-lingual full-time staff in addition to the CEO.
- A well-established office shared with the National Anti-Doping Agency of Germany.
- Located in a pleasant mid-sized European and international city. Bonn is comfortable for ex-patriots and enjoys a reasonable cost of living and good travel connections.
- A competitive salary, holiday and bonus package (although salary and bonus not at a level enjoyed by the leaders of large international sporting organisations).

KEY RESPONSIBILITIES

General

- To promote best practice for all aspects of anti-doping (such as education and prevention, intelligence and investigations, TUE administration, testing and results management) and to establish means to encourage World Anti-Doping Code compliance by member NADOs.
- To enable iNADO to provide professional development for anti-doping practitioners, including developing and maintaining a body of knowledge and a repository of best

practice in anti-doping, and to establish mechanisms to make this easily available.

- To generate and express the views of the iNADO Board of Directors and of Member NADOs on anti-doping policies, rules, regulations and practices.
- To further the influence of NADOs in the global anti-doping environment through the development of effective relationships with athletes' groups, the World Anti-Doping Agency, UNESCO, The Council of Europe, the International Anti-Doping Arrangement, International Federations, the International Olympic Committee, the International Paralympic Committee, the World Association of Anti-Doping Scientists, and other anti-doping players.
- To support member NADOs in promoting anti-doping in sport to national sporting and government bodies.
- To manage the resources of iNADO while maintaining appropriate standards of financial and corporate governance.
- To work with the Chair and Vice Chair of iNADO and with other Board members and volunteers in pursuit of the Institute's Vision and dual Mission.
- To continue to build the membership of iNADO.

Leadership and Teamwork

- To lead a large group of NADOs in complex international matters with the required knowledge of the international sport environment and of national circumstances, and with adequate regard to cultural differences.
- To ensure a communications strategy and tactics are in place to promote iNADO's role in anti-doping in sport.
- To lead the Institute in an environment which expects high performance and where there is a significant public profile and spotlight.
- As required, to act as a principal spokesperson for iNADO with the Media, NADOs, Governments, Sport Associations and others.

- To ensure through effective and dynamic teamwork that the Institute achieves its goals.
- To ensure that the Institute's values are demonstrated by example and by providing active encouragement to staff.

Strategic Development and Operations

- To ensure a strategic plan that is appropriate and resilient, to evaluate the impact of changes in the economic and regulatory environment, and to advise the Board on such strategic matters as appropriate.
- To ensure that effective processes are in place to create and maintain robust business plans and strategies in order to sustain a viable organisation.
- To implement effective operational plans at the appropriate level and set personal targets to achieve the planned objectives.
- Ensuring key performance indicators and milestones are effectively monitored.

Regulatory/Administrative/Financial

- To ensure the long-term financial viability of the Institute with financial probity and visible financial reporting.
- To be accountable for the health and safety policy, financial and other policies of the Institute.
- To ensure equality of opportunity through appropriate policies and practices within the organisation.
- To maintain the legal status and registration of the Institute in relevant jurisdictions.
- To create additional streams of income from partnerships and sales

Working in Partnership

- To be adaptable and able to work effectively across significantly different sectors.
- To develop and maintain effective relationships with member NADOs.

- To develop and sustain strong relationships with appropriate sporting bodies and government departments so as to support the achievement of the Institute's aims and objectives.
- To secure private and public sector partners for the Institute as a source of revenues and/or to increase the Institute's reach and capacity.
- To engage effectively in the process of World Anti-Doping Code revision running up to 2021.

KEY REQUIREMENTS

Technical Skills/Experience

- To demonstrate experience of working with or on a volunteer Board within either the public or private sector.
- To possess an extensive (minimum 5 years) experience working in anti-doping in sport, for example in an Anti-Doping Organisation, in government or in business.
- To understand and be able to interpret business financial information.
- A graduate university degree (Masters level or higher).
- To have knowledge of or experience with public sector or non-governmental organisations.

Position-Specific Skills

- To have a proven track record in leadership of complex organisations and of managing change. Experience in a management role in an international environment would be an asset.
- To demonstrate strategic thinking, and strategic planning skills.
- To have strong partnership working skills, specifically negotiating skills and the ability to influence outcomes within a complex and diverse working environment.

- To possess highly developed problem solving and decision making skills.
- To have appropriate people management skills, particularly in performance management, to ensure delivery against performance indicators.
- To have experience dealing with the media and the presentation of information to external and internal audiences.
- To show commitment to personal development.
- To demonstrate excellent oral and written communication skills in English. Oral and written fluency in other languages, especially German, French, Russian, Spanish and Arabic, are an asset.
- To be able to travel extensively and to have the availability to do so.
- To have very good time and task management skills.
- To demonstrate strong computer skills in MS Office applications and other web-based computer applications.
- To be sensitive to cultural differences and to have a proven record of ability to work within an international context.

IF YOU ARE INTERESTED

- Please send (1) your resume, (2) a letter of application explaining how you meet the Key Responsibilities and the Key Requirements, and your salary expectations, and (3) the names of three English-speaking references (who will only be spoken to if you are interviewed for the position), to Doug MacQuarrie, Chair (doug.macquarrie@inado.org) no later than Monday May 29, 2017).
- For any questions about iNADO and the job posting, please contact Joseph de Pencier, CEO (jdep@inado.org).
- All applicants will be advised whether or not they will be interviewed.