

## **Anti-Doping Executive Executive Officer Grade**

### **Job Purpose**

The Anti-Doping Executive will work as part of the Anti-Doping Unit, reporting directly to the Anti-Doping Testing and Quality Manager. They will provide administrative support in relation to the anti-doping testing programme in accordance with the Anti-Doping Units policies and procedures.

**Reporting To:** Anti-Doping Testing and Quality Manager

### **Key Duties and Responsibilities**

- Management of the administration of either the Out of Competition or In Competition testing programme in accordance with strictly set out criteria.
- Liaise with National Governing Bodies of Sport and Sample Collection Personnel in relation to the implementation of the testing programme.
- Provision of administrative support services in line with the current Quality Management System and current Sport Ireland policies and procedures, which may include:
  - i. Quality control of doping control paperwork.
  - ii. Data entry of doping control paperwork into the Anti-Doping Units database.
  - iii. Review Sample Collection Personnel invoices.
  - iv. Management of athlete whereabouts systems.
  - v. Management of team whereabouts systems.
  - vi. Database maintenance and development.
- Assist with the maintenance of all anti-doping records to ensure that, at any time, they are easily transparent and auditable.
- Assist in the implementation of continuous improvements to the Anti-Doping Programme, leading and managing projects, as required.
- Assist with the implementation and administration of various policies and projects in the areas of anti-doping.
- Provision of general administrative support to some of the Committees/Panels of the Anti-Doping Unit.
- Provision of additional ad-hoc administrative support to the Unit Manager and Director, as required.

### **Person Specification:**

#### **Essential: Qualifications, Experience, Knowledge, Skills and Abilities**

- Relevant Third Level Qualification (minimum Degree or Diploma) AND a minimum of 1 year's previous experience in a similar role OR, Minimum of 3 years' experience in administration (preferably in a confidential environment).
- Excellent administration and organisational skills.
- Attention to detail is essential and maintaining high standards in all business activities.

- Ability to work effectively on own initiative and in a team environment with commitment to personal and professional development.
- Must have a high proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Demonstrated ability to keep sensitive information strictly confidential.
- Have excellent planning and analytical/interpretative skills.
- Able to follow instructions closely.
- Ability to work under pressure.
- Be well-organised and work to strict deadlines, with the ability to manage and prioritise; different, and sometimes conflicting workloads.
- Must have excellent interpersonal skills and the ability to communicate effectively with a range of different stakeholders.

**The desired candidate will be:**

- Experienced in reviewing large volumes of data and error checking.
- Interested in Clean Sport and Anti-Doping.
- Enthusiastic and highly motivated to perform at a high level.
- Able to work independently and collaboratively, use their own initiative, and successfully deliver across various projects and work activities simultaneously.

**Additional Information:**

Contract: Full-time, Permanent Role. **(2 Roles Available)**

Salary Scale: EO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

**If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Tuesday 21<sup>st</sup> May 2024 5pm.**

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work<sup>®</sup> Ireland.