

JOB DESCRIPTION

Job title Testing Manager
Reports to CADF management

CADF

The Cycling Anti-Doping Foundation (CADF) is a non-profit Foundation under Swiss law whose role is to manage, as described hereunder, the anti-doping program of the Union Cycliste Internationale (UCI) for all riders of all disciplines. The CADF activities are conducted in compliance with the UCI Anti-Doping Rules and the World Anti-Doping Code. CADF main responsibilities are to:

- Define and implement the doping control strategy on behalf of UCI;
- Conduct a comprehensive in and out-of-competition testing program to detect prohibited substances and methods;
- Manage investigations and intelligence-gathering in cycling;
- Manage and constantly improve the biological passport program;
- Define and implement long-term sample storage and re-analysis strategies.

Job purpose

The Testing Manager collaborates with the CADF Team to coordinate the overall CADF testing activities. He/she will be responsible for:

- Overseeing the risk assessment and Test Distribution Plan (TDP);
- Defining and monitoring the testing budget;
- Strengthening cooperation with National Anti-Doping Organisations;
- Building relationships to increase testing capacities in specific countries;
- Establishing an effective audit program with the Sample Collection Agencies and CADF Doping Control Officers.

Key tasks

- Develop policies and practices relating to testing that ensure CADF promotes the highest standards in delivering drug-free sport
- Review and implement testing related strategies
- Assist with the management of cases if required
- Work closely with team members and colleagues, contributing to the achievements of CADF and assisting with the day to day management of the testing operations
- Collaborate with the CADF management in increasing the cooperation with Anti-Doping Organizations (ADOs) and other key stakeholders to improve testing strategies
- Complete and manage projects as directed by the CADF management
- Have comprehensive knowledge and experience in the use of all informatics tools necessary to accomplish the tasks.

Key internal and external contacts

- CADF management and Staff
- World Anti-Doping Agency (WADA)
- National Anti-Doping Organisations (NADOs)
- WADA Accredited Laboratories
- Partner Organisations (such as Samples Collection Agencies)
- Athletes and Athlete Support Personnel
- Other International Federations
- External suppliers and consultants

Qualifications/Experience

- Academic degree level or equivalent
- Significant experience in the testing management area in an anti-doping organization
- Line management experience with proven leadership skills
- Fluent in English and French; knowledge of other languages is an asset
- Knowledge of the sport of cycling is an asset
- Proven capacity to plan and carry out activities in an orderly and well-structured way, working within appropriate policy and procedures
- Show reliability and resilience in difficult circumstances. Remain calm and confident and respond logically and decisively in difficult situations
- Experienced in managing sensitive and confidential information in an appropriate manner
- Accuracy and attention to detail is essential
- Excellent IT skills, including full competence in the use of MS office

Additional information

Working hours are 40 hours a week although flexibility is required in order to ensure core objectives are achieved. Occasional out-of-hours work and some travel may be required.

This job specification should not 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.