



TESTING & RESULTS MANAGER

ROLE DESCRIPTION

PURPOSE

The Testing & Results Manager role contributes to WPV's antidoping program by protecting clean sport and the integrity of athletes by developing and managing effective testing programs that are compliant with the World Anti-doping Code and standards & World ParaVolley Anti-Doping Rules, and notifying TL re AAFs, ATFs, APFs.

ROLE SUMMARY

The Testing role involves all stages of the testing process including the initial risk assessment and development of a test program, and its management, coordination and review. Results Manager role involves monitoring test results and notifying the Anti-doping Team Leader of AAFs and ATFs.

QUALITIES & ATTRIBUTES

Integrity (equity, fairness, courage)
Excellence (professionalism)
Respect (honesty, openness)
Collaboration (teamwork)
Dedication (passion)

KEY RESPONSIBILITIES

1. PLANNING AN EFFECTIVE TESTING PROGRAM

Carrying out a risk assessment and analyzing its outcomes to inform planning.
Calculating, negotiating and agreeing on a budget for the testing program.
Developing and communicating a test distribution plan in collaboration with the Team Leader of Anti-Doping Commission.
Establishing a registered testing pool and other testing pools as required
Determining testing priorities, types of samples and analysis
Establishing a process to monitor and evaluate the effectiveness of the testing program

2. ORGANIZING RESOURCES FOR THE PLANNED TESTING PROGRAM

Establishing testing policies & procedures
Establishing a collaboration framework with service suppliers (SCA's) and other relevant external providers
Arranging sample collection through Sample Collection Agencies (NADOs, other agencies) and putting testing agreements in place for same
Setting up ADAMS to access the doping control data and test results

3. MANAGING & COORDINATING THE IMPLEMENTATION OF THE TESTING PROGRAM

Scheduling testing in line with the test distribution plan
Coordinating with Whereabouts Manager the monitoring and maintaining the whereabouts information of athletes in the testing pools
Recording doping control documentation into ADAMS

4. MONITORING AND MANAGING THE OUTCOMES OF THE TESTING PROGRAM

Monitoring outcomes and other relevant information and adjusting the testing plan accordingly.
Managing ADAMS data entry and reporting
Determining a strategy/policy for the long-term storage and further analysis of samples
Preparing support documentation for any potential anti-doping rule violation (ADRV)
Ensuring all aspects of the testing program are compliant with the Code and the relevant International Standards
Identifying opportunities to improve the testing program.



TESTING & RESULTS MANAGER

SKILLS

- Ability to work with sensitive information and maintain confidentiality
- Ability to work in compliance with code, standards, ethics
- Planning
- Teamwork collaboration
- Time management/prioritization
- Decision making
- Ability to deal with internal and external stakeholders
- Listening /Speaking
- Willingness and ability to learn
- Writing
- Project management
- Risk Analysis
- Analytical and logical thinking • Strategic thinking
- Ability to give and receive feedback
- Ability to multi-task
- Being able to use word processing spreadsheets, data visualization and email communication
- Self-motivation
- Critical thinking

5. GATHERING & REVIEWING INFORMATION RELEVANT TO ADRVS

Creating & Maintaining Accurate Records

Initiating Results Management Process for Adverse Analytical findings & Atypical findings in Collaboration with TL of Anti-Doping & legal counsel. *(All procedures relating to Results management & potential ADRVs are led by Anti-doping Team leader and legal counsel.)*

Managing necessary communication with internal/external persons

QUALIFICATIONS & EXPERIENCE

The testing process is primarily an operational management and administrative one. Candidates for this position should generally be able to demonstrate an operational management and administrative background. Typically:

Diploma or Bachelor's degree/undergraduate level or Equivalent years of relevant experience

Experience in risk management, operational planning and implementation, monitoring and review, managing sensitive and confidential information and working in a health, medicine or sport sciences context is an advantage for this role.

Prior knowledge and/or experience in the following areas are important assets (but not a requirement) for a Testing role:

- Working knowledge of the sport and anti-doping systems' structures, rules and regulations at national or international level
- Working knowledge of anti-doping rules and regulations at national or international level and anti-doping rule violations and consequences in particular
- Experience in managing administrative and clerical procedures such as managing files and records, and other office procedures.