



Sport Dispute Resolution Centre of Canada

Application Deadline: February 3, 2023

Starting Date: February 2023

Position: OSIC Registry and Database Administrator

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the Physical Activity and Sport Act (S.C. 2003, c. 2) to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. On July 6, 2021, following a public call for applications, the Minister designated the Centre to deliver the independent safe sport mechanism at the national level. As a result, the Office of the Sport Integrity Commissioner (“OSIC/Office”) was created and began its first phase of operations on June 20, 2022.

OSIC Registry and Database Administrator

The Centre is looking to hire a permanent full-time employee to support the delivery of the Office mandate. The Office’s place of business is currently located at 1080 Beaver Hall Hill in Montreal, Quebec, and the successful candidate will be expected to work remotely and in a shared office environment.

Responsibilities: Under the direct supervision of the Sport Integrity Commissioner, the OSIC Registry and Database Administrator will be responsible to:

- Duly administer the OSIC [Sanctions Registry](#) (the “Registry”) and other applicable database (e.g., SEA database, etc.) maintained by the OSIC as per its mandate;
- Organize and contribute to any applicable subject-matter consultation, onboarding and/or stakeholder engagement in relation to the Registry and other OSIC database;
- Ensure proper performance by external service providers/consultants, software solutions in relation to the Registry and other OSIC database;
- Ensure respect of privacy restrictions, access terms and conditions and other applicable parameters for the Registry and other OSIC database;
- Ensure quality control and accuracy of information contained on the Registry and other OSIC database;
- Develop and execute the operational plan to deploy the Registry as part of the OSIC structure and in line with the objectives, mandate, services, policies and procedures of the OSIC;
- Gather relevant data, oversee evaluation of and provide report(s) regarding the Registry and other OSIC database;
- Develop resources, materials and documents to support (i) the onboarding of Program Signatories and other relevant participants and (ii) public awareness and understanding of the Registry and other OSIC database, its objectives and its contribution to the advancement of the OSIC mandate and objectives;
- Keep proper records to properly document the activities of the OSIC in relation to the Framework;
- Formulate recommendations to the Commissioner and members of the OSIC team in relation to activities and services of the OSIC and the Abuse-Free Sport Program, based on findings, data and information obtained in relation to the Registry and other OSIC database.

The OSIC Registry and Database Administrator will also collaborate with members of the OSIC team (i) to ensure alignment between the Registry, other OSIC database and the other components of the OSIC services in accordance with the OSIC mandate, and (ii) in relation to projects and activities of the OSIC (e.g., conferences, presentations, multi-functional projects, etc.).

Occasional evening or weekend work may be required.

Qualifications: This position will require high levels of versatility and interpersonal skills as well as the ability to maintain a high degree of discretion, an ethical sense of duty, and confidentiality. The candidate will have strong organizational and communication skills and be comfortable working in a busy and fast-paced environment. The candidate will possess:

- University degree in administration, information technology, data analytics and/or other related fields;
- Minimum 5 years of relevant professional experience in data privacy, data analytics, SAAS, information governance, project management, etc.;
- Ideally with some experience in the legal, judiciary, public administration and/or not-for-profit sector;
- The candidate must be familiar with the Windows environment, be literate in Microsoft Word, Excel, Access and Outlook, and possess a solid knowledge of web-based communication technology;
- Fluency in French and English, superior verbal and written communication skills, attention to detail and time management skills are essential.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. It promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. **The Centre will only contact the shortlisted candidates. No telephone inquiries please.**

Salary Range: to be discussed, commensurate with qualifications and experience.

To apply: Please send a cover letter and a curriculum vitae to applications@crdsc-sdrcc.ca