



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** February 3, 2023

**Starting Date:** February 2023

**Position:** OSIC Senior Manager of Investigations & Assessments

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.

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### OSIC Senior Manager of Investigations & Assessments

The Centre is looking to hire a full-time permanent 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 in a shared office environment and remotely.

**Responsibilities:** Under the direct supervision of the Director of Investigations and Assessments, the OSIC Senior Manager of Investigations & Assessments will be responsible to:

- Review, and provide recommendations regarding the admissibility of, complaints and requests for sport environment assessments, received by the OSIC;
- Make recommendations regarding whether complaints can be referred or redirected where not admissible under the OSIC’s jurisdiction;
- Conduct certain initial review/preliminary assessments of complaints, reports and requests for assessments;
- Make recommendations regarding whether complaints can be referred to informal resolution, where admissible and deemed appropriate;
- Make recommendations regarding any provisional measures that may be warranted;
- Provide initial review of investigation reports and sport environment assessment reports for compliance with OSIC policies and procedures;
- Provide input and assist with development of policies & procedures related to various OSIC programs;
- Liaise with OSIC regarding the use of the case management software;
- Maintain data and support the OSIC with reporting obligations;
- Track status of ongoing investigations and sport environment assessments and communicate applicable updates to parties;
- Keep proper records to properly document the activities of the Investigation Unit and Sport Environment Assessment Unit.

The OSIC Senior Manager of Investigations & Assessments will also collaborate with members of the OSIC team regarding the development of policies and procedures, the review and assessment of complaints, reports and sport environment assessments, sanctions registry, audit and compliance procedures, education and prevention and other services of the OSIC, in accordance with the OSIC mandate.

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:

- Valid credentials as investigator/assessor compliant with applicable laws in their province/territory of practice;
- Expertise and experience in investigation and/or assessment services;
- Background/training in a relevant field, such as, but not limited to, law, alternative dispute resolution, human resources/organizational development, human rights, intersectionality, child protection, psychology, investigation, cultural assessment, sport, etc. with a minimum of 5-7 years of relevant professional experience;
- 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;
- Work experience in a workplace investigation practice, law firm, or equivalent environment and a general knowledge of the Canadian amateur sport system would be considered assets.

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](mailto:applications@crdsc-sdrcc.ca)