



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** September 25, 2023

**Starting Date:** ASAP

**Position:** OSIC Manager of Organizational Excellence

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The Sport Dispute Resolution Centre of Canada ("SDRCC") is a not-for-profit service organization created by the Physical Activity and Sport Act (S.C. 2003, c.2) (the "Act") with the mandate to provide to the sport community a) a national alternative dispute resolution service for sport disputes; and b) expertise and assistance regarding alternative dispute resolution. On July 6, 2021, the Federal Government designated the SDRCC to deliver an independent safe sport mechanism at the national level. As a result, the Abuse-Free Sport program and the Office of the Sport Integrity Commissioner ("OSIC") were created and began operations on June 20, 2022. The OSIC is a functionally independent division of the SDRCC that administers the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (the "UCCMS") under the Abuse-Free Sport program.

### **OSIC Manager of Organizational Excellence**

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

**Responsibilities:** Under the direct supervision of the Sport Integrity Commissioner, the OSIC Manager of Organizational Excellence will be responsible to:

- Lead the implementation of the Abuse-Free Sport Signatory Organizational Excellence Framework (the "Framework") in relation to monitoring compliance by sport organizations that have signed on to Abuse-Free Sport ("Signatories"). The Framework will seek to optimize Signatories' organizational excellence in relation to the objectives and the matters covered by the UCCMS and the Abuse-Free Sport program. The Framework will include, without limitations, areas of policies & procedures, transparency and reporting, education, monitoring/verification, response/enforcement, etc.
- Lead onboarding and/or stakeholder engagement in relation to the Framework;
- Oversee the progressive roll-out and ongoing development of the Framework, in line with set objectives, budget and timeline;
- Ensure oversight of the work performed by external service providers/consultants retained to implement relevant elements of the Framework;
- Implement the operational plan to deploy the Framework;
- Gather and organize relevant data, oversee evaluation of and provide necessary report(s) regarding the Framework;
- Develop resources, materials and documents to support (i) the onboarding of Signatories and other relevant participants and (ii) public awareness and understanding of the Framework, its objectives and its contribution to the advancement of the Abuse-Free Sport objectives and mandates;
- Ensure Framework alignment and complementary with other accountability and reporting programs impacting Signatories;
- Manage relationship with Signatory representatives and other participants in connection with the Framework and organizational excellence;
- 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 Framework.

The OSIC Manager of Organizational Excellence will also collaborate with members of the OSIC team and broader Abuse-Free Sport program (i) to ensure alignment between the Framework and other Abuse-Free Sport services, and (ii) in relation to projects and activities of Abuse-Free Sport (e.g., conferences, presentations, multi-functional projects, etc.).

**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 the following competencies and qualifications:

- University degree in administration, finance, law, human resources and/or other related fields;
- Minimum 5 years of direct professional experience in non-financial and/or cultural audit, compliance, governance, etc.,
- Experience in organizational change management, program management DE&I, human rights matters, ideally with some experience in the 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.
- Occasional evening or weekend work may be required.

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)