



Sport Dispute Resolution Centre of Canada

Application Deadline: 4 p.m. (EDT) on April 19, 2024

Starting Date: May 2024

Position: Case Manager

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. Effective June 1, 2004, the Centre became responsible for the adjudication of domestic doping cases in Canada. On January 1, 2021, the Centre created the Safeguarding Tribunal, a new division specialized in hearing disputes pertaining to allegations of harassment and abuse. On July 6, 2021, following a public call for applications, the Government of Canada designated the Centre to deliver the independent safe sport mechanism at the national level. On June 20, 2022, Abuse-Free Sport launched its first phase of operations, offering a range of products and services to support education, prevention and complaint management against maltreatment in sport.

Case Manager

The Centre is looking to hire a full-time Case Manager responsible for the management of cases before the Dispute Resolution Secretariat (tribunal). The Centre's office is located at 6400 Auteuil in Brossard, Quebec, and the successful candidate will be expected to work primarily remotely and, from time-to-time, in a shared office environment.

Responsibilities: The Case Manager's primary responsibility will be to manage the cases of the tribunal cases, in close collaboration with other staff members of the Secretariat. Duties include coordinating correspondence with the mediators and arbitrators as well as with the parties to a dispute, processing the parties' submissions and updating the calendar of proceedings through an online case management system, overseeing the technological supports and logistics for hearings, and maintaining proper records and archives for the tribunal. The successful candidate will also be responsible for administrative tasks for the tribunal such as drafting meeting notes, coordinating the Observer Program and the Women in Arbitration Mentorship Program, validating tribunal invoices, coordinating and reviewing translations of arbitral awards, and assisting in the planning of the annual conference of mediators and arbitrators.

Qualifications: This position will require high level of versatility and interpersonal skills. The candidate will have strong organizational skills, be diligent with a high attention to detail, and be comfortable working in a busy environment while dealing with very tight timelines. The candidate will have successfully completed training as lawyer or paralegal, and possess 3 to 5 years of experience as case manager or equivalent. The candidate must be familiar with the Windows environment and be literate in Word, Excel, Access, Outlook and Web browsers. The candidate must be fluent in French and English, possess superior verbal and written skills and be outgoing and friendly. Being available to work occasionally on evenings and weekends, and familiarity with the Canadian amateur sport system would be considered assets.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. Thus, 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: Commensurate with qualifications and experience.

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