



Job description

Position	Testing Coordinator		
Area	Testing & Investigations	Location	Auckland
Reports to	Programme Director – Testing & Investigations	Date	September 2019
Functional Relationships With	Testing & Investigations Team Sample Collection Personnel (includes Doping Control Officials, Blood Collection Officers and Chaperones) and external user pays clients		

Job purpose

The Testing Coordinator, will contribute to DFSNZ's ability to detect and deter doping in sport through planning and implementing testing in his/her assigned sports that is intelligence-led, drawing on information from a variety of sources.

He/she will also be the key contact for our user pays clients, liaising and coordinating testing as required.

Ultimately this role will assist DFSNZ to achieve its goal that sport in New Zealand is free of doping.

Key responsibilities	Expected Outcomes
Test Planning & Implementation	<ul style="list-style-type: none"> • Testing within assigned sports is planned and prioritised based on the risk profile, sports knowledge, science and other intelligence. • Liaison with Doping Control Officials to ensure that test missions are assigned and completed as required. • Testing of New Zealand athletes based overseas is planned and implemented in collaboration with relevant international partners. • Testing pool athletes receive the advice and support required to meet their Athlete Whereabouts responsibilities and provide sufficient information to locate them for testing. • Test-mission paperwork is reviewed and processed in a timely manner.
Coordinate Testing for User Pays Clients	<ul style="list-style-type: none"> • Liaison with event organisers and/or international anti-doping organisations that require testing of athletes competing or training in New Zealand. • Cost estimates and contracts for services are established for each test mission. • Liaison with Doping Control Officials to ensure that test missions are assigned and completed as required, and in accordance with the requirements of the client. • Clients are kept informed and updated on active test missions. • Follow up reports are collated and submitted to clients within the time frame required. • Clients are invoiced correctly for the services provided (and in a timely fashion).

Relationship management	<ul style="list-style-type: none"> • Ongoing and regular liaison with key personnel within sports anti-doping, including national sport organisations, international federations, athletes and athlete support personnel, based on priority/risk. • Work collaboratively with international partners to coordinate testing.
HR/Personal Development	<ul style="list-style-type: none"> • Co-ordinate your own work to contribute directly to team success. • Use measures, results and other feedback to improve the application of your skills and achieve best practice outcomes. • Organise your own activities and co-ordinate with others to get things done and achieve results • Build collaborative relationships
Health & Safety	<ul style="list-style-type: none"> • Comply with health and safety procedures • Take all practicable steps to ensure you don't harm yourself or anyone else • Report all incidents and help to identify and manage hazards
Other	<ul style="list-style-type: none"> • Other projects and responsibilities, as agreed with the Programme Director

Delegated authorities	
Financial authority	TBC
Delegated authority	TBC
Direct reports	None

Key competencies
<p>Essential:</p> <ul style="list-style-type: none"> • Able to establish and maintain effective working relationships with internal and external stakeholders. • Excellent written and verbal communication skills. • Attention to detail in logistics planning, implementation and review. • Effective project management of assigned tasks. • Communicates effectively at all levels, internally and externally. <p>Preferred:</p> <ul style="list-style-type: none"> • An interest in / passion for sport • Knowledge or understanding of sport physiology

Minimum job requirements
<ul style="list-style-type: none"> • Two to three years' experience in a programme coordination or administrative type role. • Strong personal commitment to clean sport

Key relationships	
Manager	Programme Director – Testing and intelligence
Team Members	All DFSNZ team members
External	National Sport Organisations, Anti-Doping Organisations (including International Sport Federations), International Service Providers, Athletes & Athlete Support Personnel

Disclaimer
<p>The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed.</p>