

	<h1>JOB DESCRIPTION</h1>
<b>Department Name</b>	Legal and Transfer Department – Medical Department
<b>Position</b>	FIVB Senior Legal Counsel – Legal Department Manager
<b>Reporting To</b>	Head of Legal and General Counsel
<b>Mission:</b> A one sentence, motivating, strategic level description of “why” the position exists. The purpose of the job.	<p>The purpose of this position is to assist the FIVB Head of Legal and General Counsel and oversee the day-to-day administration of in-house legal services.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the FIVB Head of Legal and General Counsel in advising the stakeholders within the FIVB.</li> <li>• Assist the FIVB Head of Legal and General Counsel in politically sensitive governance, disciplinary and ethics cases.</li> <li>• Act as the main legal point of contact when the FIVB Head of Legal and General Counsel during his absence/annual leave.</li> <li>• Manage the administration of the day-to-day affairs of the FIVB Legal Department.</li> <li>• Prepare and support in the preparation of the FIVB’s governing documentation, Board of Administration and Legal Commission meetings.</li> <li>• Review of FIVB Congress, Board of Administration and Executive Committee’s meetings minutes.</li> <li>• Follow-up of regulatory proposals with the FIVB Legal Commission and different Working Groups.</li> <li>• Oversee the governance assessment process within the FIVB Legal Department in terms of timelines and responsibilities of the other employees of the Legal Department.</li> <li>• Draft and review contracts, decisions and other legal documents requested by the Departments of the FIVB.</li> <li>• Review of Competition Regulations, Code of Conducts and Players’ Agreements requested by Volleyball and Beach Volleyball Departments.</li> <li>• Oversee different judicial bodies proceedings, including Memos and decisions proofreading before issuance.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for the content review of education programs on doping, competition manipulation and safeguarding.</li> <li>• Responsible for the management of safeguarding issues and the development of a stronger framework.</li> <li>• Responsible for disciplinary procedures on behalf of the FIVB Disciplinary Sub-Committee during the FIVB competitions.</li> <li>• Monitor and review the work of the other employees in the FIVB Legal Department on their different areas (integrity, transfers, agents, judicial bodies, regulatory and governance).</li> <li>• Oversee the administration of the day-to-day work of the FIVB Medical Department.</li> <li>• Manage FIVB-ITA relationship and the development of the FIVB's Anti-Doping Program, including risk assessment review, testing and education plans on annual basis.</li> <li>• Manage the disciplinary proceedings related to doping cases during the results management's phase by drafting notification letters, responses, decisions and coordinating/collaborating with external lawyers on CAS doping proceedings.</li> <li>• Oversee cash-flow and processing of invoices for both Medical and Legal Departments.</li> </ul>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• University diploma in the field of law. Master degree in the field of sports law would be an advantage.</li> <li>• Swiss legal license would be an advantage.</li> <li>• Excellent oral and written communication skills in English. Knowledge of other languages (in particular, French and Spanish) would be an advantage.</li> <li>• At least 5 years of experience in the field of sports law as in-house legal counsel.</li> <li>• Strong organizational and time management skills with the ability to manage multiple priorities and complex cases, to prioritize tasks in a fast-paced environment.</li> <li>• Ability to work collaboratively with different stakeholders, especially of different cultures.</li> <li>• International travel may be required.</li> </ul>