



**JOB TITLE:** Case Manager  
**REPORTING TO:** Ben Rutherford, Senior Director, Legal  
**TERM:** Full Time  
**LOCATION:** Based in Roehampton, South West London, UK

### **ITIA Overview**

In 2008, the Tennis Integrity Unit (TIU) was formed by agreement between the four governing bodies of tennis: the ATP Tour; the Grand Slam Board; the WTA; and the International Tennis Federation (ITF). On 1 January 2021 the International Tennis Integrity Agency (ITIA) was formed, subsuming the former TIU. The ITIA became the legally independent integrity organisation for all professional tennis, responsible for administering the Tennis Anti-Corruption Program (TACP). On 1 January 2022, the ITIA will also assume responsibility for the Tennis Anti- Doping Programme (TADP).

The ITIA is managed by the CEO, Jonny Gray, who reports to the Supervisory Board.

### **Purpose of the Role**

The ITIA has set an ambitious target of becoming the best and most innovative integrity body in sport. As part of this journey, the ITIA is setting up an in-house legal department to support the Senior Director, Legal. The principal purpose of the Case Manager role is to deliver efficient case processes and administration of matters for the Legal Department, as well as external stakeholders including Hearing Panels and defence counsel. Depending on the successful candidate's precise background and skill set, the Case Manager may be allocated additional responsibilities and opportunities within the Legal Department.

### **Responsibilities:**

- Setting up and managing the online case management file for each case.
- Compiling evidence documents from reports and liaising with relevant colleagues as necessary.
- Drafting template letters.
- Setting up hearings and liaising with Hearing Officers and counsel.
- Maintaining the case diary and case tracker.
- Supporting the transition of case management under the TADP from the ITF to the ITIA.
- Other administrative tasks from time to time to support the efficient operation of the Legal Department and the ITIA.

### **You will:**

- Be experienced at managing a large volume of disciplinary or regulatory cases.
- Be a paralegal, legally-qualified or have another relevant background.
- Be highly-organised, expert in standard office IT systems and have excellent attention to detail.



- Be diplomatic and accustomed to dealing with a wide range of stakeholders.
- Be reliable and a team player.
- Be fluent in English (additional languages would be advantageous).
- Be comfortable under pressure.
- Be able to demonstrate your experience of performing similar tasks to those set out in the role responsibilities summary above, whether you come from within or outside of the sports sector.

**Desirable (but not essential):**

- Experience of working in sports disciplinary cases.
- Fluency in additional languages other than English.
- An interest in tennis.

**Benefits:**

- An exciting working environment in a dynamic, international sports body.
- Competitive salary and discretionary bonus.
- Lunch (in the office).
- 25 days holiday per annum plus UK bank holidays.
- Comprehensive Private Medical Insurance.
- Contributory Pension Scheme (employer contribution currently 8%).

**Closing Date:** 7 March 2021

**Email:** [careers@itia.tennis](mailto:careers@itia.tennis)

**Candidates must have the right to work in the UK.**

**This job specification should in no way be deemed a complete and definitive description of the job requirements. Responsibilities may be expanded or reduced at any time as deemed appropriate by management.**