

Compliance

Role descriptor

GLDF | Global Learning and Development Framework

The role descriptor will support the anti-doping industry by clarifying the main characteristics of key anti-doping roles. It can be used to support the development of a job description when an Anti-Doping Organization (ADO) aims to recruit a Compliance practitioner. ADOs should tailor this role descriptor to their specific needs and realities.

The Compliance role descriptor provides a high-level overview of this role and includes:

Key purpose of the Compliance role

Role summary

Key responsibilities

Qualities and attributes

Qualifications and experience

Typical employer organizations

Example of job titles

Career progression and professional development opportunities for the practitioner performing this role





Key purpose of the Compliance role

The compliance role contributes to the ADO's anti-doping program by supporting the organization and stakeholders to achieve and maintain compliance with the Code, Standards and other applicable rules.

The allocation of functions covered by this role to one person or a team of people within the anti-doping organization (ADO) will depend on the size and capacity of the organization, as well as the national and/or international context.



Role Summary

The Compliance role involves all elements of the compliance process including fostering and developing a culture of compliance in the organization and among its stakeholders, working with colleagues and stakeholders to identify and address non-conformities and coordinating responses to regulatory requests from WADA.



Key responsibilities

The day-to-day functions of the Compliance role typically include the following aspects:

Fostering and developing a culture of compliance with the Code, Standards and other applicable rules

- Promoting an awareness and understanding of compliance requirements among colleagues and stakeholders.
- Encouraging and assisting colleagues to assess non-compliance risks in their area of responsibility.
- Encouraging and assisting colleagues to manage non-compliance risks in their area of responsibility.
- Encouraging and assisting colleagues to review and improve compliance procedures.

Working with colleagues and delegated third parties to identify and address non-conformities in their area of responsibility

- Encouraging and assisting colleagues and delegated third parties to identify non-conformities in their area of responsibility.
- Assisting colleagues and delegated third parties to address non-conformities in their area of responsibility.

Coordinating the gathering and reporting of internal information in response to regulatory requests

- Assisting colleagues and delegated third parties to gather, compile and report requested information from the regulator.
- Assisting colleagues and delegated third parties to respond to supplementary regulatory requests.

¹ Where a Signatory is not complying with the Code and/or one or more International Standards and/or any requirements imposed by the WADA Executive Committee, but the opportunities provided in the International Standard for Code Compliance by Signatories to correct the Non-Conformity/Non-Conformities have not yet expired and so WADA has not yet formally alleged that the Signatory is non-compliant.



Qualities and attributes

Common values in the anti-doping industry, regardless of the role a practitioner undertakes, which should be checked for in candidates to the position, are:

Integrity (equity, justice, fairness, courage, accountability)

Excellence (professionalism, innovation, quality, competence)

Respect (honesty, openness, inclusion, diversity)

Collaboration (engagement, teamwork)

Dedication (passion)

The [Core Competency Framework for Anti-Doping Practitioners](#) further describes these core values with descriptive statements and captures the competencies that are common across the various roles of the anti-doping industry. It is a useful tool to refer to if the ADO seeks to further develop the list of qualities and attributes that a candidate to any position in anti-doping should be able to demonstrate.



Skills

Based on the results of a survey that was circulated among anti-doping practitioners across the industry in 2024, a list of skills was identified as necessary for the profession. The following list details skills deemed as essential by 70% or more of respondents. Such skills should be assessed in candidates applying for a Compliance role:

- Ability to deal with internal and external stakeholders
- Ability to give and receive feedback
- Ability to present complex technical content & topics in engaging plain language/formats
- Ability to record processes in detail and with accuracy
- Ability to work in compliance with code, standards, ethics
- Ability to work under pressure
- Ability to work with sensitive information and maintain confidentiality
- Analytical and logical thinking
- Attention to detail
- Critical thinking
- Planning
- Project management
- Risk analysis
- Teamwork collaboration
- Time management/ prioritization
- Writing



Qualifications and experience

The compliance role is primarily concerned with quality assurance/management. Candidates for the role are likely to be already employed in another role in an anti-doping organization and will hold qualifications appropriate to that role.

Experience or knowledge of some of the following areas of anti-doping would be an advantage for the Compliance role:

- Working knowledge/experience of quality assurance/quality management processes
- Working knowledge of WADA and relevant compliance requirements such as WADA's Code compliance Questionnaire (CCQ) and audit
- Working knowledge of anti-doping rules and regulations at national, regional, and international level
- Working knowledge of the sport and anti-doping systems' structures at national, regional, and international level
- Understanding of the relevant technical and governance aspects of anti-doping at national and international level
- Experience in administrative and clerical procedures such as managing files and records, and other office procedures



Typical employer organizations

International Sports Federation (IF)

Major Event Organization (MEO)

National Anti-Doping Organization (NADO)

Regional Anti-Doping Organization (RADO)

World Anti-Doping Agency (WADA)



Examples of job titles

Compliance Coordinator

Compliance Management Advisor

Compliance Manager

Compliance Officer

Quality Manager

Regulations and Compliance Manager



Career progression and professional development

Opportunities for progression and development depend on the size and nature of the employing organization. Due to role holder's broader overview and detailed knowledge of several fields of anti-doping, one career pathway is progression to other positions within any relevant anti-doping function either at a similar or more senior level. Opportunities for professional development may include further education in quality management (ISO certification, etc.)

Collaborators

WADA, while leading the standard setting work to develop the professional standards, works collaboratively with stakeholders and WADA technical teams. The development work for the Compliance role was conducted by the Technical Working Group composed of:

- Anthony Ruy Cunha Moreira - ABCD / Ministério Do Esporte
- Chris Butler - Sport Integrity Australia
- Floriane Cavel - Agence française de lutte contre le dopage
- Gianluca Siracusano - International Testing Agency
- Gobinathan Nair - Searado
- Hilary Inwood - Doping Control Agency of Thailand
- Kamila Vokoun Hajkova - World Air Sports Federation
- Andrés Santos Ortiz - Puerto Rico National Antidoping Organisation
- Martin Lauesen - Anti-Doping Norway
- Paulina de la Loza Mora- MEX-NADO
- Prisca Mauriello - Fédération Internationale de l'Automobile
- Richard Grisdale - WADA
- Sasha Sutherland - Caribbean RADO
- Seena Omar - West Asia RADO
- Zhang Xiaoyan - Chinada

This group was chaired by senior education practitioners from the anti-doping industry:

- David Müller - NADA Austria
- David Senft - NADA Austria

Quality Management

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While WADA will update this document regularly to ensure it remains up-to-date, version 1.0 specifically is published as part of GLDF4CleanSport, an Erasmus+ project, and will be reviewed at the conclusion of the project.

GLDF Overview

One of WADA's six priorities under the World Anti-Doping Agency's 2020-2024 Strategic Plan is to 'Grow Impact'. As one of the key initiatives under this priority, the Agency has committed 'to developing training programs and qualifications standards for anti-doping professionals to improve professionalism and enhance the capabilities of the anti-doping workforce'.

Accordingly, in April 2020, WADA's Education Department commenced development of a Global Learning and Development Framework (GLDF), through which specific, standardized training for a range of anti-doping roles are being developed and made available for Anti-Doping Organizations (ADOs) and other stakeholders worldwide within the anti-doping ecosystem. The GLDF establishes role descriptors, professional standards and global learning and development activities for practitioner roles in the anti-doping industry.

The role descriptors have been used by WADA to develop competency-based training programs. They can be read alongside:

- (1) the professional standards for the corresponding role, which describe the expected standard of competence for a given role
- (2) the anti-doping core competency framework, which details the values and competencies that are common across the various roles in the anti-doping industry.

****The Professional (occupational) Standards are the benchmarks of good practice and describe the expected standard of competence for a given role. They should not be confused with the International Standards, which are a set of documents that, along with the World Anti-Doping Code, seek to harmonize anti-doping policies, rules and regulations among Anti-Doping Organizations (ADOs) for specific technical and operational parts of anti-doping programs.****



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