

Job Description

Job title	Logistics and Allocations Assistant
Reports to	Logistics and Allocations Manager
Grade	2
Directorate	Operations
Term	Fixed-term (until July 2020)

Job purpose

To effectively plan, resource and allocate UK Anti-Doping's (UKAD) Doping Control Personnel (DCP) in an efficient and cost-effective manner, ensuring that UKAD is providing world class Doping Control services.

Key result areas

- To allocate DCP to events identified by UKAD on the Anti-Doping Administration and Management System (ADAMS) in a timely manner
- Maintain up-to-date records of DCP availability
- Update ADAMS and report issues to management as necessary
- Assist the Logistics Allocation Officer with kit requests from DCP and sending this out in a timely manner
- Coordinate DCP Management responsibilities with UKAD's Logistics and Allocations Officer (LAO), other members of the Testing Team and HR;
- Ensuring quality checks are carried out in relation to DCP data
- Maintain and update DCP information as necessary
- Assisting HR with the coordination and logistics of DCP training and development activities ensuring the DCP Scheme continually improves.
- Review documentation and contribute towards initiatives to improve quality standards of doping control resources, procedures and DCP
- Provide support to other business areas as necessary
- Work on other projects as determined relevant and in agreement with UKAD

Key internal and external contacts

- Doping Control Personnel
- Logistics and Allocations Officer
- Testing Officers
- Head of Testing

- Deputy Head of Testing
- Human Resources
- Finance
- Logistics Support Group
- External suppliers and consultants

Person specification

Qualifications/experience/knowledge

- Ability to balance and prioritise your workload and remain calm under pressure
- Ability to carry out detailed administrative tasks with a high degree of accuracy
- Proven ability to work with confidential information
- Experience of database systems. Experience of ADAMS is preferable but not mandatory.
- Ability to work remotely as an individual and continue to deliver to a high standard
- Ability to use own initiative within a procedural framework
- Interest in sport and knowledge of how it functions in the UK

Skills

- Organisational skills for people and activities
- Ability to work well in a team environment

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation