



Tennis Integrity Unit  
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## Job Description

**Job title:** Administration and Intelligence Executive – Full Time  
**Reporting to:** Director, Tennis Integrity Unit  
**Department:** Tennis Integrity Unit  
**Location:** Roehampton, south west London, UK  
**Hours:** Based on 35 hours per week

**Overview:** The Tennis Integrity Unit (TIU) is the lead international body responsible for combatting betting-related corruption in all professional tennis. It works across three main strategic priorities; Preventing corruption from taking place; Investigation and prosecution of individuals suspected of involvement in corruption; Education of players and officials to recognise and avoid corrupt approaches. See [www.tennisintegrityunit.com](http://www.tennisintegrityunit.com) for more background information

**Purpose:** The newly created Administration and Intelligence Executive role is essential to the efficiency and smooth-running of the TIU during a period of growth and development. It will involve a dual role, combining administrative support for the TIU team together with direct involvement with the unit's Intelligence operation. The successful candidate will be the central 'anchor person' for the unit, providing efficient continuity of service and support.

### Duties and Responsibilities

#### Administration and Intelligence:

This new position combines team administrative services with a role supporting the Intelligence Manager with critical data entry and research tasks, and includes:

- Establishing and maintaining efficient administrative practices, including identifying and initiating new systems where required;
- Working closely with the Intelligence Manager to provide daily updates to the 'Clue' database system;
- Conducting open source intelligence and bespoke database research;
- Preparing reports, presentations and other documentation;
- Assisting with the creation of subject profiles;
- Supporting the team in setting up and managing Disciplinary Hearings, including Appeals to the Court of Arbitration for Sport in Lausanne, Switzerland

#### Office Management:

- Make travel arrangements and act as a point of contact for TIU staff working overseas, including, arranging interpreters and other matters;
- Organising the team's visa requirement for travel overseas, including maintaining records of passport details, vaccinations and other records;
- Assisting in budget management;
- Organising meeting room bookings and arranging catering for meetings, as required;
- Being the main point of contact for all telephone enquiries and for visitors to the unit;

- Liaise with ITF Receptionist to facilitate ordering taxis, and couriers, stationary etc and maintain accurate records of invoices;

### **Skills/competencies required**

#### **Business skills**

- Excellent research skills, including open source
- Excellent administrative skills and computer literacy (including all Microsoft Packages)
- Strong planning and organisation skills
- Excellent communication skills, written and oral
- Ability to prioritise
- Outstanding attention to detail

#### **Personal skills**

- Confident and diplomatic interacting with a broad range of people in the UK and overseas
- Discretion – ability to work with sensitive and highly confidential information
- Ability to display a professional attitude when representing the TIU
- Ability to use own initiative
- Strong personal drive
- Flexibility to accommodate priority tasks and situations
- Sense of humour
- Interest in, or knowledge of tennis, is desirable

#### **Salary & Benefits:**

- Competitive salary; details on request
- Core hours 9.00am – 5.00pm Mon – Fri
- Lunch is provided (up to £7 per day) at onsite facilities
- 25 days holiday per annum, plus Bank Holidays
- Private healthcare
- Group Personal Pension scheme

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.