

JOB DESCRIPTION			
JUDICIARY SECRETARY – INTERNATIONAL RUGBY LEAGUE			
Location:	Home-based (NH & SH)	Remuneration:	Per hearing
Reports to:	Secretary General	Employment type:	Independent contractor
<p>INTERNATIONAL RUGBY LEAGUE</p> <p>International Rugby League (IRL) is the global governing body for the sport of rugby league. The IRL membership comprises over 50 members, who play approximately 100 international games annually – a number that is gradually increasing given the growing capacity and number of members. It is responsible for the Laws of the Game, the development, organisation, and governance of rugby league internationally, and for the sport's major international tournaments most notably the Rugby League World Cup. There are currently two regional associations affiliated to the IRL; European Rugby League (ERL) and the Asia-Pacific Rugby League Confederation (APRL) through which the IRL works to develop the game, support nations, and operate tournaments in the respective regions.</p> <p>MISSION OF INTERNATIONAL RUGBY LEAGUE</p> <ul style="list-style-type: none"> • To develop IRL by working with the regional Confederations in supporting existing members to improve their accreditation status within IRL and other international accreditation bodies e.g., GAISF, Commonwealth Games Federation and the IOC, and ensuring more nations become members both of which require more people in more nations playing rugby league in country run competitions • To establish a multi-year rolling calendar of international matches including IRL and Confederation tournaments and bilateral nation tournaments and matches; and to meet the growing demand for augmented women and wheelchair international events • To stage world class events that deliver commercial value, grow audiences and inspire members to grow participation and talent development • To determine the International Laws of the game and ensure their consistent application in all competitions both internationally and domestically in member countries • To ensure integrity of the international game and compliance with the standards required by international monitoring bodies e.g., WADA 			
<p>THE JUDICIARY SECRETARY ROLE</p> <p>Purpose</p> <p>The IRL Judiciary Secretary ('the Appointee') role is a departmental support function. The Appointee or Appointees will be responsible for facilitating the operations and effective running of the IRL Judiciary, according to the IRL rules. As such, the Appointee will have a responsibility to protect the sport's and the IF's integrity and reputation by ensuring all judicial administrative matters are conducted efficiently and fairly.</p> <p>Principal responsibilities</p> <ul style="list-style-type: none"> ▪ Serve as the main point of contact between and effectively coordinate all the other IRL Judiciary functionaries (including the match official assigned to a sanctioned match who has issued a citation, the Match Review Committee Chair, the Head of Judiciary or their representative and the Judiciary Panel Pool Members) and the participating teams in a sanctioned match 			



- Ensure proactive communications and effective coordination around sanctioned matches to facilitate the Judiciary function, including ascertaining, in a timely manner, whether there has been an incident or incidents that requires Judiciary involvement
- Select and appoint Judiciary Panel Pool members to sanctioned matches
- Administer all filings of the IRL Judiciary, including the Judiciary Panel Pool database, the allocations of panellists to cases, the incident log and the match processing log
- Represent IRL and the Judiciary to the highest professional standards

Duties / activities

- Familiarisation with the IRL Judiciary rules and regulations
- Ensure availability to act on the weekend and business days of the week following a match, especially in the mornings where any deadlines must be observed
- Where incident reports are received, alert the appointed Judiciary functionaries that there has been an incident
- Prepare and issue formal Judiciary notices (using supplied templates) as and when required, including Notice of Charges, Notice of Hearings, Judgments, Penalty Notices, player pleas and No Further Action letters
- Interact with national federations and where necessary players to facilitate the above notices
- Organise, set up and facilitate hearings (usually via zoom), as and when required
- When selecting JPP panellists, ensuring their experience is appropriate to the match or incident in question and that they are available on the required date/time
- Collate all documentation pertaining to a particular incident and ensure its distribution
- Maintain clear and well organised official records of Judiciary cases
- Ability to act expeditiously, if the need arises, to facilitate the Judiciary function

Essential skills / experience

- Excellent spoken and written English
- Ability to operate in a remote environment with first class administration skills
- Proven ability to work effectively within a team
- Proven excellence in communication skills in a multi-cultural environment
- Digital competencies, including good IT skills (to facilitate and, if required, participate in virtual hearings and meetings)
- Excellent record keeping

Desirable skills / experience

- Knowledge of judicial or disciplinary tribunal operations
- Understanding of the global rugby league landscape
- Speaks more than one language

SCOPE OF ROLE RESPONSIBILITY

Working hours

- The role is on a case by case basis, with the successful applicant required to commit to a reasonable number of hours required to process Judiciary cases, with expected activity spikes during competition terms i.e. the international windows mid- and end-of-year
- The ability to act on weekends and in business hours on business days in the week subsequent to a sanctioned match is essential:
 - i. The weekend work is usually limited to contacting the match officials on duty to establish whether any disciplinary action has been taken and, if it has, to alert the appointed Judiciary officers;





- ii. Availability in business hours on the first two business days after a match (usually Monday and Tuesday) is particularly important. This time commitment will not usually extend past one hour; and
- iii. Any other time needed to set up the virtual hearing (if required) and distribute documentation.

Decision Making

The Appointee will be responsible for making decisions, involving a range of facts and situations, will require initiative, interpretation of policy and procedure.

Freedom to Act

Within clearly defined IRL policies and regulations.

Financial Responsibilities

Operates within budgets determined by the Board of Directors.

All reasonable expenses for travel and subsistence that have been authorised will be met.

APPLICATIONS

Interested candidates should submit their CV and a covering letter (of not more than 300 words) to IRL Projects & Business Executive charlotte.monkman@intrl.sport by Tuesday 19 April 2022.

