



The Association for Clinical Biochemistry & Laboratory Medicine

Better Science, Better Testing, Better Care

Job Description

Job Title: Chief Executive Officer

Reports To: President

Overall Purpose

To lead and direct the organisation and ensure it operates in accordance with its overall strategy and mission, and delivers a first-class service to the members and Directors of the Association for Clinical Biochemistry and Laboratory Medicine (ACB), Society for the Study of Inborn Errors of Metabolism (SSIEM) and the Association of Clinical Scientists (ACS).

To lead and manage the steady growth of the organisation and ensure its sustainability.

Main Responsibilities

Working with the Directors on the development of ACB strategy and empowering the team to embed the ACB's strategy in their work.

Managing business planning processes and ensuring objectives are regularly reviewed to ensure progress is being achieved.

Leading, motivating and developing the employees to ensure that they have the necessary skills and motivation to deliver to agreed performance standards and ensuring KPIs and goals are attained for the organisation's overall success.

Supporting innovation by working with the team to develop new products, services and partnerships that deliver the ACB's vision and mission.

Working with the Finance Director, taking responsibility for day-to-day financial management of the organisation including overseeing budgeting and financial controls, the production of management accounts, management of end-of-year accounts and contributing to the good financial governance of the organisation.

Providing advice and guidance to the Executive as required in order to contribute to the effective governance of the organisation.

Ensuring effective quality standards are incorporated as an integral element of all aspects of the ACB's work.



The Association for Clinical Biochemistry & Laboratory Medicine

Better Science, Better Testing, Better Care

Overseeing the development and ongoing maintenance of a comprehensive set of systems, policies, standards and procedures that ensures the organisation can operate efficiently and effectively whilst fulfilling its legal, statutory and regulatory responsibilities.

Developing and maintaining a range of effective relationships with all key stakeholders in order to acquire and sustain the support necessary to grow the organisation and the service it provides in accordance with its long-term strategy.

Representing the organisation as required and attending or speaking at conferences, forums, industry events and seminars and contributing to articles for journals and magazines as required.

Ensuring that the ACB maintains a high public profile and is considered a high-quality provider of services.

Supporting the President in the execution of his/her duties.

Taking on other responsibilities where appropriate as flexibility is required in the changing environment.

The job description outlines the main duties of the Chief Executive Officer position and is designed for the benefit of both the post holder and the Association in understanding the prime functions of the post. It should be seen as a guide and not as a permanent, definitive and exhaustive statement.

July 2019

Person Specification

Experience

Several years' experience as a Chief Executive Officer or in another senior managerial position.

Experience of working with the board of a not-for-profit organisation and the ability to develop a positive, robust relationship with a board.

Experience in developing and implementing ambitious strategies.

In-depth knowledge of not-for-profit governance and management best practices.

Experience of successfully leading and managing a team.

Ideally, change management and organisational development experience.

Ideally, experience of professional or academic membership organisations and an understanding of their role in leading, supporting and providing services to a diverse membership.



The Association for Clinical Biochemistry & Laboratory Medicine

Better Science, Better Testing, Better Care

Ideally, experience of developing and managing budgets.

A good understanding of the strategic application of information and communication technology (ICT) to membership organisations and the ability to use ICT day-to-day.

Skills

An entrepreneurial mindset with outstanding organisational and leadership skills.

Emotional intelligence including personal integrity, motivational skills, positive attitude to change and supportive management style.

Analytical abilities and problem-solving skills.

Excellent written and verbal communication skills to be able to present complex technical subjects to stakeholders clearly.

Ability to engage with, and represent the ACB to, a wide range of people, from trainees to high-level laboratory managers and chief executives of other organisations.

Able to travel.

Education/qualifications

A degree in a life sciences subject or a business qualification would be of interest, but we are primarily interested in experience and potential.

July 2019
