



EACTS
European Association For Cardio-Thoracic Surgery

CHIEF OPERATING OFFICER CANDIDATE BRIEF



May 2019



EAC
European Association For Cardiology

32nd EACTS
Annual Meeting
Milan, Italy
18-20 October 2017



WELCOME



Thank you for your interest in the Chief Operating Officer position at the European Association for Cardio-Thoracic Surgery (EACTS).

We are a global organisation registered as a UK Charity and recognised as a world leader in the field of Cardiac, Thoracic and Vascular Surgery for adult and paediatric patients. For surgeons and allied health professionals in Europe and beyond we provide an educational programme that includes the most attended annual meeting of its kind; a quality improvement programme with several international databases of clinical cases; three international journals; and clinical practice guidelines. These activities are helping to improve patient care throughout the world, every day.

Our ambition is to grow an integrated digital platform including a new website and a strong presence in social media outlets. We aim to consolidate and expand our international collaborations with other stakeholders, diversify our educational programme and expand our membership base.

This is an exciting time to join our professional and dedicated team. To match the challenges of our ambitions, we will be setting new strategic goals for the next three years and devising clear plans that will include a review of all activities and funding models. We look forward to working with a Chief Operating Officer who can drive and inspire new ways of working, ensure robust policies and processes and collaborate with our international, expert and committed Board of Trustees (the EACTS Council).

I look forward to your application, to meeting you and, with the successful candidate, working together to deliver the EACTS vision of a leading international agent for change and ultimately, global patient benefit.

Professor Domenico Pagano
Secretary General & Chief Executive

THE ROLE

Introduction

The European Association for Cardio-Thoracic Surgery is a world-leading, membership organisation working for the benefit of those encountering and living with heart and lung disease by providing surgical education, training and quality improvement initiatives that change and improve surgical practice.

We now seek a Chief Operating Officer to lead our dynamic Windsor based executive team. The ideal candidate will be an experienced business or charity leader, well versed in the core governance and operational expectations of a busy international organisation, able to provide first-class operational and strategic support to our Board of Trustees and represent the charity at the highest level to international bodies, sponsors and philanthropists.

About us

We drive education, quality improvement and standards in Cardio-Thoracic Surgery. Based in the UK we were established in 1986 and our reach has now spread all over the world with more than 4,000 active members including surgeons, perfusionists and allied health professionals. We pursue our mission to advance education in the field of cardiac, thoracic and vascular interventions in a variety of ways.

We host one of the most successful, well attended international scientific meetings for Cardio-Thoracic Surgery, with up to 7,000 participants over three days. Our three, high impact scientific journals are downloaded 2.5 million times each year. EACTS also runs a comprehensive programme of academic courses and a quality improvement programme which hosts international databases of clinical cases.

About the role

Our long serving Executive Director has recently retired from the charity and we are now seeking our first Chief Operating Officer. This change signals the Association's move to a new executive structure that will help us build on recent years of operational and financial growth in order to drive the charity to even greater international reach and result in tangible patient benefit.

The COO will report directly to our Secretary General, Professor Domenico Pagano, a Birmingham (UK) based cardiac surgeon who is part seconded to the Association during his term as Secretary General and de facto Chief Executive role.

Alongside the Secretary General, the COO will support the development and implementation of our strategic vision and its operational delivery, lead our expert committed executive team in Windsor (UK) and oversee our range of world-leading operational activities. The COO will also support the Association's well-established reputation on the international stage, liaising with other associations across the world, corporate sponsors and other key influencers.

The COO will drive the implementation of improvements recently identified through a governance review commissioned by the Association, from the development and implementation of a new strategic planning and budgeting process, fit-for-purpose financial controls and reporting, and enhanced staff development and management processes.

About you

You will bring a track record of successful change management and delivery in senior leadership roles, alongside sound financial skills and an understanding of charity governance and strategic operations. You will inspire our talented staff and peers to work together across a broad range of functions and demonstrate your commitment to supporting the Association's charitable objects by creating a positive and inclusive working environment.

It is likely you will bring experience of working with and inspiring senior volunteers to get the best out of an expert, honorary structure. A track record of international working, especially within the EU, would be a particular advantage.

Key criteria for Success

After six months in post the successful candidate will have:

- Established credibility and developed effective relationships with a range of internal and external stakeholders, representing the interest of the Association and of the Council in all interactions.
- Delivered the implementation of a refreshed, organisation-wide, management planning and budgeting process. You will have used the support of the team and relevant subject matter experts in ensuring the operational processes are tested and fit for purpose, employing your leadership and influencing skills.
- Led the delivery of key findings from our recent Governance review including the implementation of new operational procedures for financials controls, human resources and annual reporting within the current financial year.
- Successfully led and developed the workforce to strive towards the delivery of joint objectives. In particular, you will lead the team to deliver the 2019 Annual Scientific Meeting in Lisbon, Portugal.
- Developed a full understanding and taken a lead in overseeing the Association's educational/academic programmes and the Quality Improvement Programme.
- Successfully become a source of support and advice on operational and management matters to the Secretary General and the Council as well as other key associates of the Association.

Location

EACTS House, the international Head Office of the Association, is based in Windsor, UK. The COO will be expected to travel regularly throughout the EU and occasionally internationally. EACTS will support any necessary relocation costs.

EACTS is an equal opportunities employer. We are keen to explore flexible and family friendly working arrangements to attract the right candidate to this key appointment.

Application

Applications should consist of a full CV and a supporting letter of application which should address key aspects of the role and person specification.

Completed applications should be e-mailed to – recruitment@eacts.co.uk

Closing date for applications:
5pm Friday 5 July 2019

There will be an opportunity for short-listed candidates to visit the Windsor office to meet the Secretary General and informally address the staff team, to be arranged.

Final panel interview in Windsor or London:
Friday 26 July 2019

The appointment will be made subject to satisfactory references.

If you would like more information or for an informal discussion about the role, please contact Kirsty Mitchell, Halcyon HR, 07907 346296

The image captures a large-scale professional gathering, the 32nd EACTS Annual Meeting, held in Milan, Italy, from October 18-20, 2018. The event is taking place in a modern, high-ceilinged hall with a distinctive red-lit ceiling. A large audience of professionals is seated in a semi-circular arrangement, facing a stage. On the stage, a speaker in a blue suit stands with their back to the camera, addressing the group. The stage backdrop is a large, colorful, abstract graphic. To the left, a large screen displays a presentation slide. The overall atmosphere is professional and high-tech.

JOB DESCRIPTION

Location:

EACTS House, Windsor, UK. Significant national and international travel.

Responsible to:

The Secretary General (Trustee).

Accountable to:

The Board of Trustees.

Key relationships:

Secretary General, President, Treasurer, Editor in Chief, Trustees, Domain Chairs, Sub-Committee Chairs, Task forces, international organisations in the field, pharma, and other key membership organisations and stakeholder groups.

Purpose of the Role

The Chief Operating Officer (COO) is the Association's most senior executive, reporting directly to the Secretary General who is also a trustee. The COO is tasked with overseeing the day-to-day management of the Association's executive team and operational activities, supporting the strategic development and leadership duties of the Board of Trustees, and working with the Secretary General to continue the Association's growth and its international standing.

Main Tasks

- Lead the Association's Management Team and support the governance, management and strategic duties of the Board of Trustees.
- Oversee the operational activities of the Association, providing leadership and support to staff and volunteers across education, events, publications, membership and quality improvement.
- Support the Association's international and commercial growth, representing the organisation at the highest levels with similar organisation, sponsors and other supporters.



Governance and Management

Implement a review of, and deliver, good governance processes ensuring the Association complies with and exceeds best practice in respect of charity and company law and relevant guidelines.

Ensure that the Association's resources are best deployed to achieve the Board's objectives in a cost effective manner and that arrangements for good governance are maintained.

Recommend, recruit, motivate and manage an appropriate staff structure to achieve the Association's objectives, in accordance with personnel policy and within the requirements of current employment and equal opportunities legislation and good practice.

Oversee the Association's financial processes and controls, human resources activities, GDPR compliance, estate responsibilities and all other business aspects to ensure smooth and efficient day-to-day operational activity.

Report directly to the Board of Trustees on a proactive risk management process, developing policies to ameliorate key risks in consultation with staff, senior volunteers and external agencies as required.

Maintain sound financial systems and procedures to meet the requirements of SORP and provide appropriate management accounting advice to the Board.

Prepare and manage the Foundation's annual budget, within authorised limits, in order to meet the endorsed charitable objectives.

Develop, monitor and manage the Foundation's investment policies and, with the support of key trustees, managing the relationship with the Association's professional financial advisors.

Operations

With the support of our experienced executive team and committed international volunteer leadership, to review and refresh the business models for the organisation providing management and leadership support in all areas of operational activity including;

- Educational events, including skills courses and training programmes (UK and International) and the EACTS International Annual Meeting.
- Publications, including the European Journal of Cardio-Thoracic Surgery (EJCTS), Interactive CardioVascular and Thoracic Surgery (ICVTS), and Multimedia Manual of Cardio-Thoracic Surgery (MMCTS).
- Membership, including the growth of the membership base and development of the membership package and relationship.
- Quality Improvement Programme, including the European Registry for Patients with Mechanical Circulatory Support (EUROMACS) and the Adult Cardiac Database.

International and business development

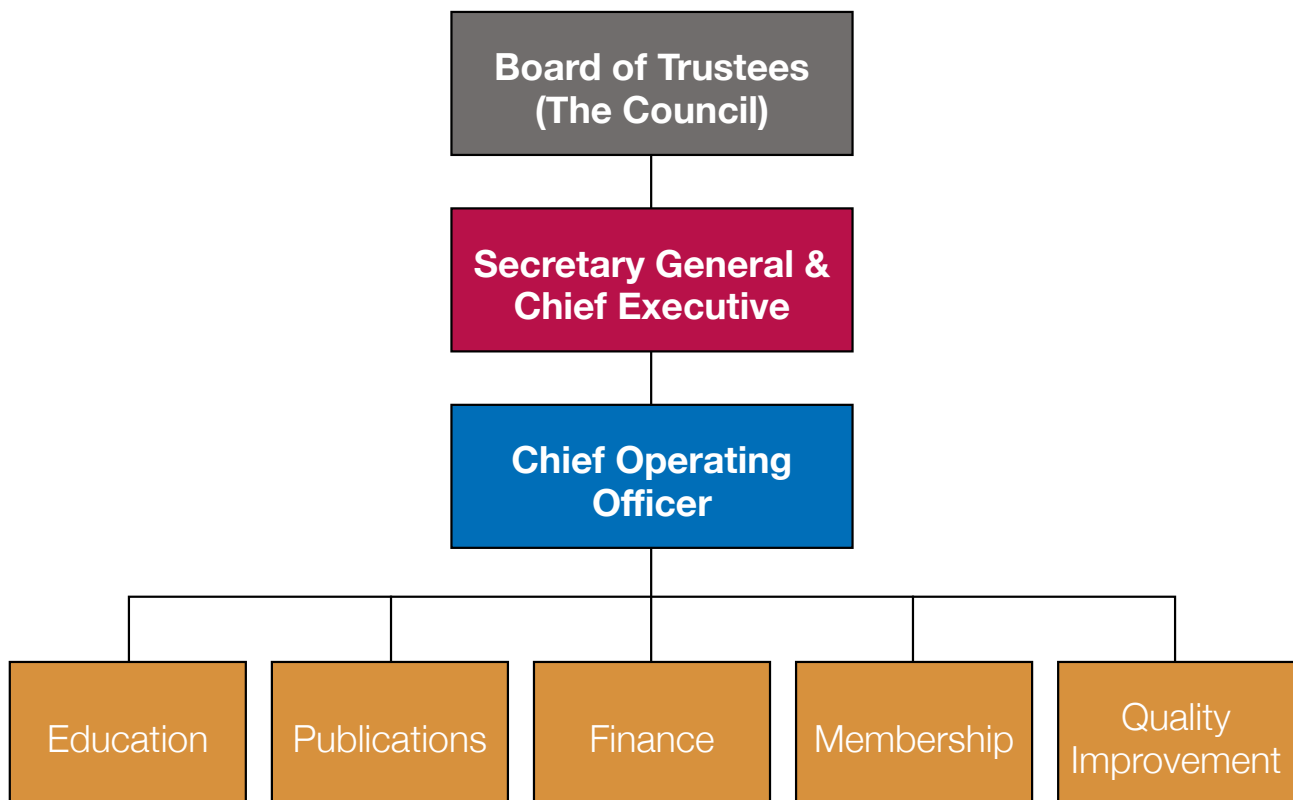
Representing the Association at the highest levels, support the Secretary General and other key trustees in maintaining partnership working with other international organisations in the Cardio-Thoracic surgery and related areas.

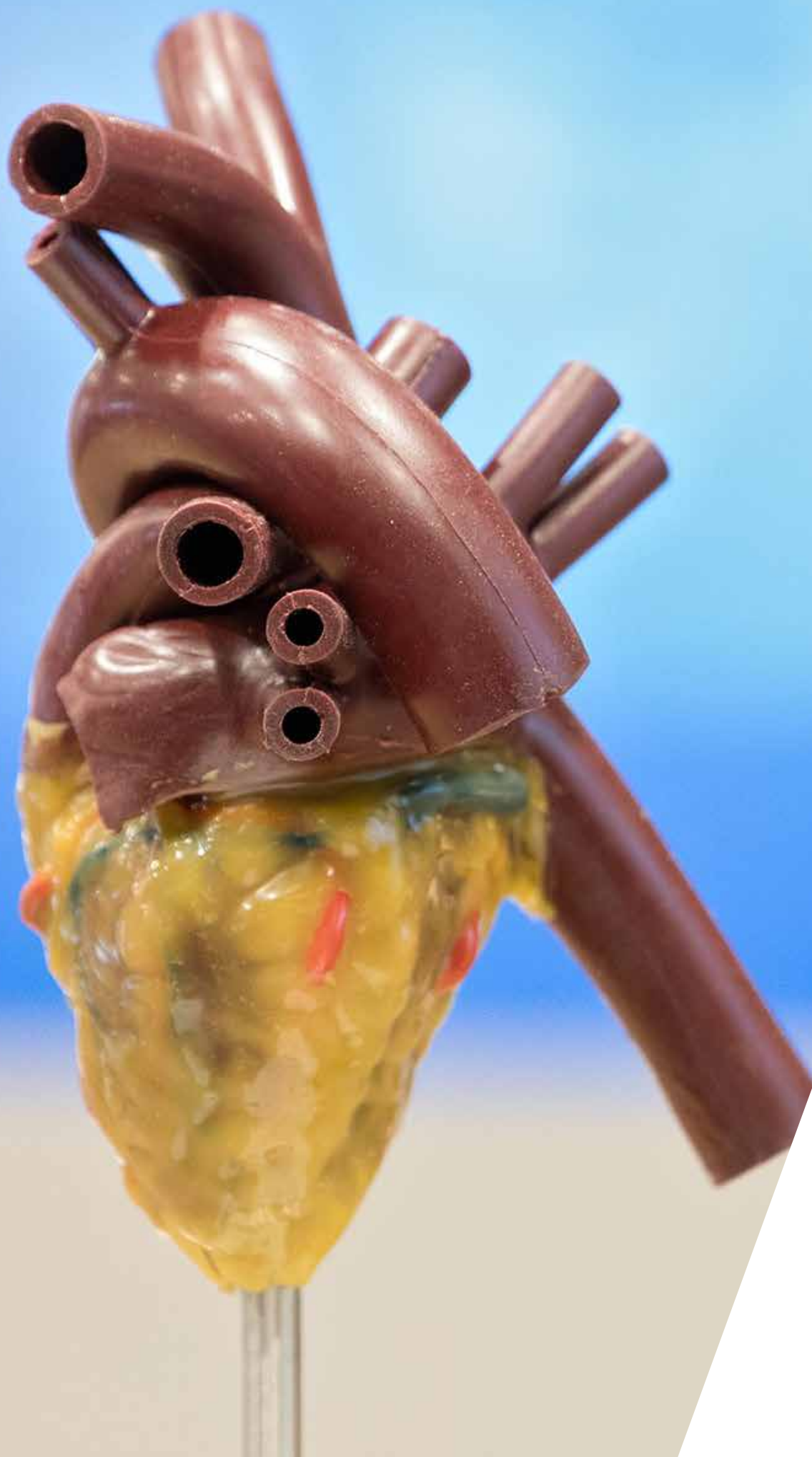
Helping to identify and develop new international collaborations that support the Association's mission and objectives.

Developing strategic partnerships with, and driving the Association's growth through, existing and new high net worth sponsors within industry and philanthropy.

STRUCTURE

Organisational structure





PERSON SPECIFICATION

Knowledge and Experience

- A strong understanding of charity and company governance, relevant to the role.
- A broad business and/or strategic background with experience of leading the development of key business opportunities across a range of operational activities.
- A successful track record in implementing business change and new processes within an operational context, continuously seeking out ways to improve performance and identify efficiencies.
- Experience in leading an office team possessing a diverse balance of skills and knowledge.
- Previous experience of working with a Board of Trustees or Directors, is highly desirable, supporting senior volunteers in their lawful and organisational duties in the pursuit of charitable objects.

Skills and Attributes

- Leadership skills with the ability to motivate, manage and inspire an experienced staff team and to set a compelling vision with supporting organisational objectives for driving improvements and results.
- Developed interpersonal and influencing skills, with a track record of developing and maintaining effective relationships with a wide range of internal and external stakeholders up to board level.
- Excellent IT skills, ability to work with a variety of essential business packages.
- Excellent written and spoken English.
- High integrity and openness combined with commitment to good governance and public service.
- Ability to work collaboratively within a team of senior, international, volunteer leaders.
- Ability to think and act strategically including managing risk and contingency.
- A strong commitment to equality and diversity with the ability to balance differing needs.



TS
Thoracic Surgery



EA
European Association

