



EACTS
European Association For Cardio-Thoracic Surgery

PERSONAL ASSISTANT TO THE SECRETARY GENERAL

CANDIDATE BRIEF



June 2019



1 20 28 36
Days Hours Minutes Seconds

60
Years of
Innovation



WELCOME



Thank you for your interest in the role of Personal Assistant to the Secretary General at 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. This Personal Assistant role is a key appointment for the Association and our plans. You will work closely with me as my day-to-day point of contact and support within the Windsor office, but with regular face-to-face time, playing an important part in ensuring the delivery of the Association's vision.

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 organization 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.

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

We seek a Personal Assistant to undertake vital secretarial, administrative and organisational support to the Secretary General (a Trustee but de facto Chief Executive). The role will also provide administrative support to a wide range of range of committees and task forces ensuring that associated papers, documents, agendas and minutes are accurately produced and circulated in a timely manner. The role will also assist with general administrative and office duties supporting the EACTS Executive Team at the Windsor office.

This is a critical role and requires the development and maintenance of a wide range of high level internal and external relationships. The role also requires a high level of literacy and professionalism in both written and oral communications.

About you

You will be an experienced and effective Personal or Executive Assistant with experience of operating at a high level, ideally within a health or related environment. You will be a meticulous planner, organised and focused on the task at hand but able to multi-task and perform to demanding deadlines, within a busy working environment. You will have experience of servicing senior level committees, ideally at Board of Trustees or Directors level. You will have exceptional communications skills both written and oral and be proficient in English. You must be willing to travel both within the UK and Internationally.

Location

EACTS House, the international Head Office of the Association, is based in Windsor, UK.

EACTS is an equal opportunities employer.

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

Final interview in Birmingham;
Thursday 11 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

Auditorium 11:30

11:30 - 12:30
New technology meets common practice - How to enhance your surgical portfolio
 (Subject: Hip)

11:30 Dr. **Waseem Al-Jabir** - **United Kingdom**

11:35 Dr. **Waseem Al-Jabir** - **United Kingdom**

11:40 Dr. **Waseem Al-Jabir** - **United Kingdom**

11:45 Dr. **Waseem Al-Jabir** - **United Kingdom**

11:50 Dr. **Waseem Al-Jabir** - **United Kingdom**

11:55 Dr. **Waseem Al-Jabir** - **United Kingdom**

12:00 Dr. **Waseem Al-Jabir** - **United Kingdom**

12:05 Dr. **Waseem Al-Jabir** - **United Kingdom**

12:10 Dr. **Waseem Al-Jabir** - **United Kingdom**

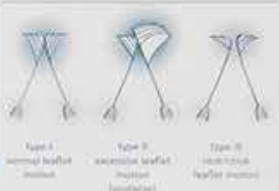
12:15 Dr. **Waseem Al-Jabir** - **United Kingdom**

12:20 Dr. **Waseem Al-Jabir** - **United Kingdom**


12:25 Dr. **Waseem Al-Jabir** - **United Kingdom**

12:30 Dr. **Waseem Al-Jabir** - **United Kingdom**


Carpentier 1983
 MR: functional classification




Type I: normal leaflet motion
 Type II: restricted leaflet motion
 Type III: restricted leaflet motion




El Khoury 2002
 AR: functional classification



Type I: normal leaflet motion
 Type II: restricted leaflet motion
 Type III: restricted leaflet motion





Dr. Waseem Al-Jabir - **United Kingdom**

Raising Standards through Education and Training

www.eacts.org

EACTS 32nd EACTS Milan Day
 11-12 October 2018



JOB DESCRIPTION

Job Title:

Personal Assistant

Location:

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

Responsible to:

The Secretary General (Trustee).

Key relationships:

Secretary General, Chief Operating Officer (to be appointed), Trustees, staff, members, Domain Chairs, Sub-Committee Chairs, Task forces.

Purpose of the Role

The Personal Assistant to the Secretary General will provide essential secretarial, administrative and organisational support to the Secretary General and a range of committees and task forces including the Board of Trustees. The role will also assist with general administrative and office duties supporting the EACTS Executive Team at the Windsor office.



Main Duties and Responsibilities

- Effectively manage the Secretary General's diary; ensuring that appointments, travel arrangements, accommodation and all related logistics are organised appropriately, and all relevant individuals are kept informed.
- Provide administrative support to the Secretary General ahead of meetings and events; producing information, papers, photocopying and other required tasks.
- Effectively manage the Secretary General's email inbox and any other related correspondence ensuring that matters are highlighted and dealt with.
- Organise meetings for the Secretary General, including conference calls, council meetings Committee meetings, task force meetings and any additional meetings required by EACTS.
- Prepare agendas and papers for meetings ensuring that they are accurate and sent to the attendees in the required timescales.
- Attend meetings with the Secretary General; producing and circulating accurate minutes to all attendees within the required timescale.
- Follow up on action points arising from the meetings and liaise with appropriate individuals to ensure that they are progressing as required.
- Deal with all enquires arising from the day to day activities of the Secretary General being the first point of call for individuals.
- Maintain the committee lists and rotations ensuring that the database and the Association hub on the website are accurate and current.
- Support the EACTS office administration, including the maintenance of premises and the management of external suppliers.
- Support the EACTS office by creating and maintaining effective administrative systems to improve ways of working and streamline processes.
- Undertake general office management, including; answering the phone and being a first point of contact for enquiries, stock control and ordering of office materials and dealing with mail and routine correspondence.

Experience and skills

Essential

- Experience in an EA or PA role at a senior executive level, including highly professional diary management and calendar oversight.
- Ability to provide administrative support across multiple, complex, cross organisational groups and projects.
- Excellent written communication skills with a high attention to detail and an understanding of the needs of different audiences.
- Excellent interpersonal skills with the ability to confidently build and develop effective working relationships with a wide range of individuals.
- Experience of servicing committees including agenda creation and taking high quality minutes.
- Experience of working to deadlines and resilient under pressure.
- Excellent problem solving and analytical skills, with the ability to identify potential problems and resolve them effectively and independently as possible.
- Ability to use IT to create and edit a wide range of documents and materials.
- Proficient in the use of IT with the ability to use the EACTS suite of office and online applications.
- Ability to organise and prioritise own workload effectively.
- Commitment to working collaboratively and flexibly as part of a team.
- Travel to Birmingham to meet SG when requested
- Travel Internationally

Desirable

- Experience of working in the medical sector or a similar environment
- Shorthand or experience of producing notes and correspondence from dictation.

This job description is intended as a general guide to the scope of the post and may change in line with the needs of the organisation or at the request of the line manager.

