Job description: Chief Executive Officer

Responsible to: President of ISUOG

Staff responsibilities: Senior Management team (SMT), Executive Assistant

Liaisons: President, Executive Committee members, other Trustees, members, employees, external advisors and the Charity Commission.

Location: ISUOG, 122 Freston Road, London, W10 6TR, UK

Status: Full time, permanent

Job context

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a highly respected professional membership organisation across 140 countries, comprised primarily of clinicians who are ultrasound experts in the field of Obstetrics and Gynecology. The Society includes Obstetricians and Gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women’s health and well-being globally. Our mission is to improve women’s health through the provision, advancement and dissemination of the highest quality education, standards and research information around ultrasound in Obstetrics and Gynecology. This is achieved through education and training, programmatic initiatives and advocacy.

Job purpose

- Provide leadership and direction to the organisation in the development and achievement of its vision, mission and values
- Take overall responsibility for implementing the agreed strategies and achieving the business plans of the organisation, by effectively managing and developing the resources available to the organisation
- Represent the organisation externally by promoting the services and values.

The post holder will be the leader of the senior management team, with overall responsibility for the operation of the organisation.

Main duties and responsibilities

Strategic leadership

- Provide strategic leadership and direction, ensuring strategic plans and policies are developed and implemented to facilitate the achievement of the organisation’s vision and mission
- Ensure Trustees and employees maintain a collective sense of vision and purpose
- Ensure the achievement of the organisation’s annual income generation plans
• Ensure the achievement of the organisation’s planned growth and charitable impact, in line with agreed strategic plans
• Actively lead and contribute to a culture in which staff, management and non-executive teams work in a collegiate manner.

Governance

• Serve the Executive Committee and Board of Trustees, in liaison with the President and advise the Board on matters of policy, strategy, legal, financial, staffing and procedural matters
• Ensure that ISUOG’s mission is safeguarded, statutory duties are satisfied and objectives and decisions are well-informed, clear and implemented on schedule
• Provide regular and accurate management information to the Executive Committee and wider Board, relevant to the discharge of the Board’s responsibilities, guiding and supporting them as appropriate
• Ensure that the major risks to which the Society is exposed are reviewed regularly and systems have been established to mitigate those risks in accordance with the Trustee’s risk appetite
• Build a collaborative working partnership with the President and enable communication and collaboration between Executive Committee, Board members, employees and stakeholders.

Financial and Resources Management

• Be responsible to the Executive Committee for the overall financial health of ISUOG
• Through the Director of Finance and Resources, ensure effective systems and procedures are in place for budgeting, forecasting and financial control
• Ensure the organisation’s staffing structure provides that skills, information, knowledge, time and other resources are used to maximum impact.

People Management

• Ensure the effective performance of the senior management team, and through them, the effective performance of their teams, through best practice recruitment and selection, development, coaching and performance management
• Promote a positive and healthy working environment, demonstrating leadership through personal example
• Enable a working environment in which employees achieve role satisfaction and which encourages personal/professional development
• Maintain an organisational culture that fosters communication and collaborative working relationships across the organisation and with stakeholders and the wider community.

External Relations

• Foster effective high-level external relationships with key stakeholders
• Promote ISUOG’s work, ensuring that the Society is acknowledged and respected
• Ensure that effective media plans are in place and implemented and that ISUOG is always presented in a professional manner; act as the spokesperson when authorised to do so
• Attend and contribute to national and international forums and events as required to present, promote and expand ISUOG aims.

General

• Compliance with ISUOG policies
• Development of positive relationships with stakeholders
• Performance of other duties as necessary to meet the needs of the organisation
• Commitment to the organisation’s aims and values.
This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder is expected to perform. The job description will be reviewed regularly and may be changed in light of experience and in consultation with the post-holder.
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<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>▪ Educated to degree or equivalent</td>
<td>▪ Post grad qualification in science-related discipline or business administration</td>
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<td>▪ Evidence of continuous personal development</td>
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<td>Experience</td>
<td>▪ Substantial experience of developing organisational strategy and delivering growth, innovation and change</td>
<td>▪ Experience in professional / charity / membership based organisations of a similar size / complexity, ideally in a global role</td>
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<td>▪ Proven track record leading small to medium-size charity sector organisations, with associated income generation</td>
<td>▪ Working with international Trustees</td>
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<td>▪ Demonstrable experience of working collaboratively with Boards to achieve the organisation’s mission</td>
<td>▪ Working with medical professionals</td>
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<td>▪ Proven track record of identification and management of risk</td>
<td>▪ Working with and advising academics</td>
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<td>▪ Previous exposure to organisational legal responsibilities and requirements</td>
<td>▪ Experience of leading a society which produces a regular journal for members.</td>
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<td>▪ Demonstrable experience in managing and leading a team of senior managers</td>
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<td>Knowledge &amp; Skills</td>
<td>▪ Knowledge of charity governance, law and regulation</td>
<td>▪ Digital and technical awareness</td>
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<td>▪ Knowledge of international policy in respect of women’s and children’s health, charities and associated education</td>
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<td>▪ Proven business acumen with a sound approach to assessing risk</td>
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<td>▪ Leadership skills and the ability to motivate others</td>
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<td>▪ The demonstrable ability to effectively manage change</td>
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<td>▪ Proven relationship management: demonstrable ability to work effectively with key stakeholders</td>
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| **Personal Qualities** | ▪ Broad and deep experience of undertaking strategic research, analysis and interpretation  
▪ High personal integrity and commitment to providing strategic leadership  
▪ Ability to facilitate consensus across a range of stakeholders  
▪ Robust, collegiate, non-threatening management style  
▪ Ability to coach senior managers and through them, the staff team  
▪ Lead, delegate to and meet the expectations of a diverse staff team  
▪ Gravitas, authority, resilience, high levels of emotional intelligence and immediate credibility.  
▪ Ability to work under pressure to agreed deadlines and adapt to change |
| **Motivation & Expectations** | ▪ Interest in and commitment to women’s health  
▪ Results-orientated with high quality standards and a strong sense of personal responsibility  
▪ Committed to ISUOG values  
▪ Open minded and supportive of innovation |
| **Other** | ▪ Willingness to work variable hours and flexibility to travel in the UK and internationally as required |