

CEO VACANCY

Location	London
Organisation	British Cardiovascular Society
Role	Chief Executive Officer
Reports to	The BCS President and Board of Trustees
Contract type	Permanent
Working hours	35 hours per week. Standard hours Monday to Friday 9am – 5pm
Salary:	c. £90,000 - £95,000 depending on experience

The BCS is committed to encouraging equality, diversity and inclusion amongst our workforce, and eliminating unlawful discrimination. The BCS positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital or civil partnership status or pregnancy and maternity.

The British Cardiovascular Society

The British Cardiovascular Society (BCS) is a membership organisation with charitable status with a current membership of over 3,000 members. The BCS aims to support and represent all those working in the fields of cardiovascular care and research.

The BCS plays a pivotal role in the setting of standards, and through a variety of activities influences the quality of cardiology practice in hospitals throughout the UK. It has a broad education portfolio and contributes to specialist training (and examinations).

It serves as an umbrella organisation to 21 Affiliated Societies including the Primary Care Cardiovascular Society. Together with these Affiliated Societies, the BCS shares a broader mission to improve the care for patients with cardiovascular disease and form a powerful voice for UK cardiovascular health care professionals.

The BCS hosts the British Heart Foundation Clinical Research Collaborative (BHF CRC) which launched in June 2019 and whose aims are to support the planning of high-quality national cardiovascular research by bringing together cardiovascular professional societies, research groups and patient and public involvement to better coordinate and prioritise clinical research efforts.

The BCS values strong collaboration with a wide range of partners including the Federation of Royal Colleges of Physicians of the UK, the British Heart Foundation, BMJ Journals (see below) and the Royal Society of Medicine. It has strong links with the American College of Cardiology (ACC), the European Society of Cardiology (ESC), the World Heart Federation (WHF), other national cardiac societies including Chapter relationship with both the Irish Cardiac Society, and the Virginia Chapter of the ACC, and works closely with other specialties on areas of shared interest.

The BCS has also fostered strong relationships with industry having introduced a formal partnership scheme in 2021 to develop stronger collaboration with industry organisations working with the BCS on

areas of common interest. Now in their third year, the BCS currently has eight partnerships in place.

The BCS is co-owner, with BMJ Journals, of Heart Journals ('Heart' and 'Open Heart'). Heart is an international peer reviewed journal that keeps cardiologists up to date with important research advances in cardiovascular disease and is a key benefit to our BCS members.

GOVERNANCE:

The BCS is governed by a Board of Trustees, which has oversight of both strategy and the legal context and governance of the Society. The Executive has oversight of operational policy and operational delivery. The Council addresses policy matters relating to the stakeholders of the BCS. All are chaired by the President who is elected by the membership for a three-year term of office. The Chief Executive Officer (CEO) acts as the principal advisor and executive officer to the Board of Trustees, leading the operational management of the BCS, and supporting strategic vision. The CEO reports to the President.

CEO ROLE - PURPOSE AND SCOPE:

Under the leadership of the current President, the BCS is in its fourth year of an ambitious 5-year strategy and a vision to be the leading voice for UK Cardiology. This is underpinned by three key strategic aims:

- Enhancing the quality of care
- Supporting and adding value to members working within the profession
- Delivering high quality education and training in cardiology across a range of specialties

The CEO will have responsibility in helping shape and deliver the objectives to enable the Society to remain relevant to its membership and will play a key role in working with the Board to develop a new strategy for 2025 onward.

In collaboration with the President, Board of Trustees and Council members, the CEO is responsible for ensuring that the BCS delivers its mission and vision. The CEO is responsible for shaping the organisation and for positioning it as a leading voice in cardiovascular care in the UK and around the world. The CEO will ensure good governance, and excellent working relations with the Council, the officers and the President, working with the Board of Trustees to realise their aims and ambitions, and to enable them to carry out their governance functions.

The CEO oversees and provides non-clinical leadership to ensure the effective delivery and development of core activities and new initiatives and activities. Current strategic priorities include the following:

- Ensuring fit-for-purpose digital systems and processes central to BCS strategy and underpinning BCS activities in support of effective and efficient business delivery and member services including CRM system, websites and event delivery
- Delivering the new BCS membership strategy, which includes improving communications with the membership and delivering membership growth
- Developing and delivering the BCS's education strategy including: development and delivery of the BCS Academy including new mentoring programmes; development of the Digital Knowledge Hub for members; developing and disseminating high quality BCS 'branded' education and training at home and abroad, and targeting clinicians and allied healthcare professionals
- Promoting the highest clinical standards
- Promoting and facilitating research activity in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders. The BCS is currently contracted by the BHF to host its

Clinical Research Collaborative which is led by a Chief Operating Officer

- Work streams around Equality, Diversity and Inclusion, Women in Cardiology, Professional and Society Values and the Environment.

The CEO will lead and ensure the effective delivery of business, financial and operational activities in line with the strategic ambitions agreed by the Board and provide inspirational leadership to a medium sized team of c.18 staff.

ACCOUNTABILITY AND REPORTING LINES:

The CEO is accountable to the BCS President and Board of Trustees. Performance will be managed by the President and Honorary Secretary. A formal appraisal will occur on an annual basis.

DIRECT REPORTS:

Responsible for the performance management and the smooth running of the Senior Leadership Team, consultants, and other staff members as appropriate. Direct reports include staff leads for membership, education, finance, corporate engagement and development, Women in Cardiology work stream, IT and digital and communications.

WORKS CLOSELY WITH:

President; Board of Trustees; Senior Leadership Team; Stakeholders; External agencies in health and social care; Royal Colleges and Specialist Societies; Affiliated Societies and partners of the BCS; International partners; Industry and Principal Partners; Patient/Carer groups.

MAJOR RESPONSIBILITIES:

Governance and relationship with the Board of Trustees

- Principal advisor and executive officer to the Trustees in all aspects of corporate governance consistent with legislation and best practice
- Reports to the governance committee and Board of Trustees with regard to legal, financial and other responsibilities, in accordance with Charity Commission regulations and current legislation
- In consultation with the President oversees Board processes, demonstrating timely and effective governance
- Advises the Board of Trustees on the management of risk
- Advises the Board of Trustees on progress against corporate objectives and delivery of strategy.

Leadership and Management

- Promotes the corporate image of the BCS through relations with all stakeholders
- Communicates to all a vision of excellence of service and dedication to the goals and purpose of the BCS
- Drives initiatives to improve equality, diversity and inclusion within and across BCS functions and activities
- Identifies and enables new revenue streams to support BCS's work, advising the President and Board of Trustees

- Ensures that systems are in place to provide clear communication, managing strategic information across the BCS
- Provides effective leadership and direction to all staff with a focus on engaging, developing and empowering them to take responsibility for, achieve agreed targets and implement agreed policies in a positive work environment
- Line management of direct reports, leading and developing the Senior Leadership Team, and through them the staff as a whole
- Responsibility for the performance of all BCS services
- Responsible for the effective delivery of administrative services to a number of Affiliated Societies of the BCS to whom administrative services are provided
- Responsibility for the BCS's human and financial resources, working closely with the Finance Director and advising the Honorary Secretary and Vice President for Finance and Corporate Development
- Develops and maintains strong and proactive working relationships between the officers, members and the staff
- Establishes systems to ensure delivery of cost-effective services by the BCS's operational units ensuring service levels are of the highest quality
- In liaison with the Honorary Secretary and the Finance Director, develops a balanced and effective workforce, including systems for remuneration, appraisal, training and personal development, ensuring good practice in human resource management throughout the BCS.
- Responsible for the employment of BCS staff and for disciplinary and grievance procedures, ensuring the BCS's compliance with employment law, promoting diversity, inclusion and equal opportunities
- Ensure that the BCS's facilities are serviced and maintained to a high standard consistent with the BCS's prominence and prestige, and that a robust estate management strategy is in place
- Ensure that the BCS facilities are monetized and used effectively where opportunities permit
- Responsibility for health and safety policies and practices ensuring compliance with current legislation.

Finance and Business

- In consultation with the Board of Trustees and Finance Committee, leads the strategic and business planning processes of the BCS
- In consultation with the Operational Executive and Finance Committee, leads the delivery of operational/financial performance through the Senior Leadership Team and the staff
- In liaison with the Vice President for Finance and Corporate Development takes responsibility for the financial management of the BCS. The CEO will advise with regard to the BCS's current revenue and expenditure balance, and where possible ensure surpluses accrued are added to the BCS's reserves;

- Ensures the use of an effective financial performance measurement system, with internal audits, financial management, record keeping, delegation of authority and administrative systems to risk mitigate inappropriate activity and to position the BCS strongly for external audit
- Ensures value for money in the delivery of the BCS's services, maintaining a systematic programme to review cost effectiveness of all operations and to make year-on-year cash releasing cost improvements
- Liaises with the Finance Director and works with the Finance Committee to develop an Annual Budget for presentation to the Board of Trustees
- Leads a rigorous budget review and control processes, intervening as necessary to manage budget overruns
- Ensures a robust process is in place to develop the BCS's three year financial plan, the annual business plan, and ensure effective implementation
- Liaises with the Finance Director to ensure the timely and complete preparation of the annual audited accounts and the Annual Report
- Explores opportunities for investment to ensure the economic viability and furtherance of the BCS
- Ensures that risk assessments are carried out and updated and that appropriate insurance contracts are maintained
- Ensures that business systems are developed effectively in line with business need, strategic priorities and are procured to ensure best fit, and value for money.

External Relations

- Builds a network of strong personal relationships with CEO counterparts in similar organisations, including other national societies, and other physician specialties, ensuring effective advocacy of BCS values and the profession at all times
- Develops and evolves partnership arrangements and strong relationships with Industry and other key organisations including the ACC, ESC, WHF, BHF, Royal Colleges, Irish Cardiac Society, Virginia Chapter with whom the BCS is twinned and the Royal Society of Medicine, ensuring opportunities are optimised in support of strategic aims
- Helps the BCS to be proactive in publicising its work and seek ways and opportunities to expand its offering.

OTHER DUTIES:

Carries out any other duties which may be reasonably expected by the President and Board of Trustees.

RECRUITMENT TIMETABLE:

Deadline for Applications: 5pm Monday 17 July 2023

First interviews will take place in the week commencing 31 July 2023

Second interviews will take place in the week commencing 14 August 2023

APPLICATION PROCESS:

Interested applicants should submit a covering letter (personal statement) and CV to:

Executivepa@bcs.com by 5pm on Monday 17th July 2023 marking the subject line 'Application for CEO

role – [followed by applicant name]’.

Successful candidates for the initial interview stage will be notified by 5pm on Tuesday 25 July 2023.

For an informal discussion about the role, please contact Rachael O’Flynn, current CEO (Rachael O’Flynn@bcs.com) or Professor John Greenwood (J.Greenwood@leeds.ac.uk)

PERSON SPECIFICATION

<u>General and professional education</u>	<u>Application</u>	<u>Interview</u>
Essential		
An academic qualification at first degree-level or equivalent		
Desirable		
MBA, a post-graduate or equivalent qualification in a management subject		

<u>Technical competencies</u>	<u>Application</u>	<u>Interview</u>
Essential		
A successful track record in general management at a senior executive level in a membership organisation, charity, the healthcare environment, or the not-for-profit or public sectors		
An understanding of charity law		
Experience of developing accountable leadership and creating strong synergies across groups		
The ability and experience to lead the BCS with strong focus on improving the quality of its services and on providing excellent 'customer' care		
Excellent interpersonal skills and collaborative style with the ability to build and maintain strong relationships internally; especially with the staff, Trustees, Executive and Council		
A strong record of success in the management of organisational change and managing its consequences		
Demonstrable success in managing financial and staffing resources		
Sound financial and commercial acumen with the ability to manage a budget in excess of £2.5 million		
Ability to meet targets and deadlines, whilst prioritising work effectively		
Excellent IT skills		
Excellent presentation skills		
Good knowledge and understanding of the current issues facing the healthcare environment and their potential impact on the BCS		
Desirable		
An understanding of the pressures on and priorities of physicians.		

Experience of the management of charitable funds		
Experience of managing digital systems / website projects and change		

Competencies	Application	Interview
Essential		
The ability to command the respect of Trustees, officers and staff within the BCS, and of a wide range of external stakeholders and other audiences		
The ability to forge trusting relationships with the senior management team and to delegate appropriately		
The ability to give clear, effective and consistent leadership		
Exemplary people skills, coupled with energy and enthusiasm		
The ability to deliver results and to position the organisation to meet changing needs		
The ability to adhere to deadlines agreed by the organisation		
Excellent communication, negotiation and advocacy skills and the ability and presence to represent the BCS with a range of external stakeholders and audiences as required		
Evidence of personal insight and ability to listen to feedback, to reflect and act on it		
The vision and intellectual breadth to grasp the strategic challenges and opportunities confronting the BCS and to contribute to its ability to meet those		
A cooperative and consultative personal style		
The ability to present and argue persuasively, negotiate successfully and influence the decisions of others		
A strong sense of transparency and fairness		
A sound understanding of equality, diversity and inclusion principles and a commitment to embedding these within organisational culture and across all activities		
High standards of excellence		
A strong commitment to the work and values of the BCS		
A strong practical commitment to the principles of equality of opportunity in staffing and other matters		

Demonstrable ability to resolve problems as they arise and proactively seeks to address areas of concern before problems arise		
Experience in managing continuity, change and transition		
Commitment to the Nolan Principles of public life, and displaying integrity and leading by example		
Strong experience in developing people and building teams		