

Head of Science & Education

JOB DESCRIPTION

Reports to: EASL Managing Director

Location: EASL Office in Geneva, Switzerland

Occupation: 100%

EUROPEAN ASSOCIATION FOR THE STUDY OF THE LIVER OFFICE HEAD of SCIENCE & EDUCATION (GENEVA – CH)

The European Association for the Study of the Liver (EASL) has a new opening for is looking for its new Head of Science & education. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has nearly 4,500 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with 10,000 participants. EASL's core mission is the promotion of science, research and education concerning liver diseases and to be the advocate for the liver for the benefit for the patients. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools. EASL acts as an advisor to European and national health authorities.

All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts nearly 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

The Position

We are looking for an experienced, strategic thinking scientific & business professional with excellent business development, planning & implementation skills to build up our new Science & Education department and to lead its activities at the EASL head office in Geneva. Your role will be:

- Develop and lead a coherent and coordinated science & education strategy to support EASL in its mission to be the key facilitator of excellence in liver research and to be the prime resource for liver-related education. This is done in collaboration with the Scientific & Educational Committees of EASL.
- Develop, plan, manage, and monitor all scientific, research and educational projects of EASL.
- Develop and lead a robust approach to evaluating EASL's scientific & educational activities to demonstrate the impact and value of what we do.
- Oversee all the scientific functions of EASL as well as the development of new processes, technology and products

- Develop high quality educational opportunities and research funding schemes and fellowships for physicians and researchers in the field of liver disease.
- Take collective responsibility as a member of the senior management team for delivering the EASL business plan and key priorities - working closely with the Managing Director and the Committees. Provide support for EASL's Scientific & Education Committees, working closely with the respective Chairs.
- Develop lead collaboration with scientific partners
- Provide knowledge support for scientific & educational projects fundraising
- Develop internal capacity/knowledge & develop/lead a small team
- Update job knowledge and skills by participating in continuous professional development, e.g. training, professional/trade publications, maintaining personal networks, and membership of relevant professional organisations

Management of Staff

- Set-up a Science & Education team in accordance with EASL's human resources policy and procedures;
- Effectively manage the team's performance, setting and monitoring standards and develop a result-oriented culture; Manage, recruit, train, motivate, develop and line-manage staff in accordance with EASL values;
- Ensure continuous professional development of the skills and competencies of the team;
- Contribute to operational management and performance of EASL as a member of the senior operational management team;
- Undertake any other duties commensurate with the role.

KNOWLEDGE, SKILLS, EXPERIENCE

Essential skills and competences:

Technical and operational.

Combines discipline-specific knowledge with leadership and business skills to promote the efficiency, profitability and competitive position

We are looking for a candidate who has:

- A degree or post-graduate qualification in a relevant discipline
- At least ten years working in an international organisation whose activity is linked to medical science, research, education
- Extensive knowledge of the scientific/medical/pharma environment and stakeholders linked to medical societies
- A demonstrable background in the development and delivery of strategies, work plans, and budgets
- Considerable proven experience in leading scientific & educational projects
- Experience in evaluation management and methodology including analysing quantitative and qualitative data;
- Demonstrable experience of working in coalitions and the ability to develop and maintain constructive senior level relationships with key partners and stakeholders;

- Excellent analytical and writing skills in English and at least one other EU language;
- Strong interpersonal skills with the ability to negotiate and influence successfully;
- Strong organisational and planning skills with an eye for detail and accuracy and a proven ability to meet deadlines;
- An ability to work on her/his own initiative and self-start projects;
- Strategic thinking skills who is able to analyse and solve complex problems;
- An ability to work as a member of a team and inspire trust;
- An awareness of equal opportunities and different cultural environments and issues.
- Be comfortable operating in a matrix structural organization with multiple players and be an accomplished team leader to deliver projects to (sometimes challenging) deadlines.

Managerial experience.

We are looking for a candidate who has:

- Experience in managing staff and/or volunteers;
- The ability to operate at a senior level including close collaboration with the Managing Director, Governing Board members and key opinion leaders;
- Experience of overseeing projects and ensuring their delivery on time, on scope and to budget;
- An ability to develop systems and procedures;
- An ability to chair and lead meetings;
- An ability to prioritise and delegate.

ADDITIONAL REQUIREMENTS

The candidate must be:

- A national of one of the EEA Member States or Swiss working permit
- Willing and able to undertake regular travel within Europe and, occasionally, beyond.
- Willing and able to work outside of office hours as the role demands.
- Participation in the EASL International Liver Congress each April is compulsory.

The complete file (CV, motivation letter and diplomas) needs to be sent to recruitments@easloffice.eu.

Only short-listed candidates will be contacted.