

The Biochemical Society - Job Description for:

Job title: Chief Executive Officer (CEO) of the Biochemical Society

Responsible to: Chair of the Biochemical Society

Remuneration: £110,000 - £130,000.

Homeworking with scheduled travel to London and other locations for Board meetings and events

The Biochemical Society and its wholly owned publishing subsidiary Portland Press Ltd (PPL) are seeking an experienced and influential leader to join us as our new Chief Executive.

As our new Chief Executive, you will lead us to empower individuals by developing and diversifying our income, providing inspiring leadership to our committed, expert and established team, and acting as an effective advocate and ambassador for the Society.

Main responsibilities:

- Develop, lead and implement the long-term strategy for the Society and Portland Press Limited, in conjunction with the Trustees, Board members and members of the Senior Management Team (SMT). Ensure regular review of the strategy and development of appropriate metrics for monitoring annual plans and targets.
- Be responsible for staff leadership, management and administration of the Society and Portland Press Limited in the execution of the Council of Trustees/PPL Board decisions.
- Take a leadership role in promoting the Society and Portland Press Limited, representing the organizations to external stakeholders, and overseeing the brand, image and policy development.

Tasks

Working with the Executive/Board:

- Ensure appropriate presentation and reporting on the progress of the organization and on all matters relevant to the discharge of its responsibilities.
- As agreed with the Chair, develop policy proposals for Council/Board discussion and decision.
- Support the Chair in ensuring the continued engagement/involvement of all members of the Council/Board.
- In conjunction with the Company Secretary and EDI Manager, monitor and advise on the composition of the Council/Board, its committees, succession planning, and the process of Council/ Board appraisal and development.
- In conjunction with relevant stakeholders, present an annual strategic and operating plan for approval by the Council/Board.
- In conjunction with the Associate Director, Finance and Governance, present an annual budget for approval by the Council/Board.
- Reflect to the Council/Board any concerns staff have in regard to the role of the Council/Board, its sub committees or members.
- To attend Council/Board meetings.

Leading and Managing the Organization:

- Ensure that a long-term strategy is in place which can guide the organization in achieving its objectives.
- Be responsible, in conjunction with the Senior Management Team and the Council/Board, for the overall financial health of the organization, ensure that expenditure is controlled in line with budgets as approved by the Council/Board and that opportunities to maximize revenue are exploited.
- Ensure, in conjunction with the Company Secretary and EDI Manager, that the organization discharges its constitutional and legal obligations.
- Provide leadership to the SMT and keep under review and appraise the work of staff reporting directly to the CEO/MD.
- Ensure that the organization has the resources (human, material and financial) to operate as effectively as possible.
- Establish and maintain, in conjunction with the Associate Director, HR, EDI and Technology, an HR system which ensures leadership and maximises the potential of staff and is in keeping with the mission and values of the organization.

Promotion and representation of the organization:

- Ensure the organisation is at the forefront of applying and promoting the principles of Open Science in its publishing and other activities.
- Maintain effective networks with all supporters, members and stakeholders.
- Seek opportunities to expand and promote the role of the organization and molecular bioscience.
- Ensure that the organization is presented in an appropriate and professional manner to its stakeholders, both directly and through the media.

The above list of duties is indicative only and not exhaustive. The CEO is expected to carry out all such additional duties as are reasonably commensurate with the role.

Key skills and attributes:

- Proven inspirational leadership and change management skills.
- Wide experience of staff management across a range of activities
- The ability to influence and negotiate at all levels.
- Business management experience in industry, academia, publishing and/or the not-for-profit sector
- Detailed knowledge of financial reporting and accounting systems
- A strong interest in, and strategic and operational knowledge of, the UK Bioscience sector, including the roles of Government, Industry, Universities, the Research Councils and other funding agencies.
- The highest standards of verbal and written articulacy
- Direct experience of organizational relationship management, including an ability to build consensus.

Desirable:

- Educated to degree level, preferably with a higher-level qualification in business or financial management.
- Experience of managing a membership-based organization