

## DIRECTOR OF SCIENTIFIC PROGRAMME

### JOB DESCRIPTION

#### Background

The Association of Surgeons of Great Britain and Ireland (ASGBI) seeks to appoint a dynamic and visionary surgeon to serve as Director of Scientific Programme.

This role provides strategic leadership for the scientific and academic elements of ASGBI's Annual International Surgical Congress, with primary responsibility for the design, development, and delivery of the Congress programme. The Director of Scientific Programme will ensure the scientific quality, academic integrity, and innovation of the Congress, shaping a programme that reflects ASGBI's values and strategic direction.

The remit of this role is focused specifically on Congress-related scientific activity. This post is specifically focused on Congress-related activity and the post-holder is not responsible for scientific, digital, or educational output, which sits within the portfolios of other ASGBI Directors. The Director of Scientific Programme will work collaboratively with those teams to ensure cohesion where Congress content interfaces with other domains.

The post holder will work closely with the President, Executive Board, Specialty Associations, and Secretariat to deliver an excellent Congress experience, support member engagement through the meeting, and ensure the scientific sessions remain inclusive, relevant, and of the highest calibre.

ASGBI is a not-for-profit Company limited by guarantee and operates with an affiliated charity. Strong governance and financial awareness are essential to the role.

#### Appointment

The post holder must be a current member of ASGBI and be a practicing general surgeon in good standing.

The appointment is made by interview. The position does not carry remuneration or sessional reimbursement, and the post holder should have the support of their employing Trust.

The role requires regular participation in meetings of the ASGBI Executive Board, Council, and relevant committees, as well as active involvement in strategic and policy development.

#### Term of Office

A maximum of four consecutive years, renewable annually at the Association's AGM.

## Description of Duties

- To chair the Association's Scientific Committee (Congress Planning Meetings) and to lead and coordinate the development of the scientific programme for the Annual International Surgical Congress.
- To ensure that diversity, equity and inclusion are embedded across the Congress programme and faculty, promoting fair representation of gender, ethnicity, geography, career stage and professional background.
- To report to and update the Executive Board, on all scientific activities and any representative functions that the Director of the Scientific Programme performs.
- To oversee the electronic submission, marking and selection of abstracts for the International Surgical Congress and to work closely with the Association's staff over the production of the Abstract Supplement.
- To oversee all aspects of the various scientific prizes and awards of the Association which are in connection with the International Surgical Congress.
- To ensure, in collaboration with the General Manager and Events and Communications Manager, a rolling programme of venues appropriate for the continued development of the Association's annual International Surgical Congress.
- To ensure that all aspects of the Congress scientific programme, including faculty-related expenditure, remain within the agreed budget, working with the Director of Finance to monitor and manage costs appropriately.

## Eligibility Criteria

- Be a member for at least one year preceding the closing date for applications and be in current NHS consultant practice.
- Be in good professional standing and not subject to any ongoing investigation.
- Be willing and able to be a Director of a Limited company.

## Administrative Support

- Administrative support will be through the Association's Office.
- Travel expenses will be in accordance with the Policies of the Association in force at the time.

## Application process

Each applicant should provide a current CV and prepare a statement of interest (up to one page), detailing why they are an appropriate candidate for the position.

## Governance

The Association is a not-for-profit Company limited by guarantee registered in England (No: 06783090) and is Registered for VAT (No: GB944307034). There is also an affiliated incorporated charity, The ASGBI Charity (previously The Surgical Foundation Registered Charity No: 1068016; Company No: 03476019).

Good governance and sound financial management are, therefore, of vital importance, and the Executive Board of Directors is responsible for ensuring that the Association meets the requirements of Companies House and the Charity Commission.



ASGBI is committed to an open, transparent and supportive working environment, encouraging a wide, diverse and inclusive dialogue with all members. All those appointed to a leadership position in ASGBI are expected to uphold these values and behaviours.

It is expected that every ASGBI Executive Board member will:

1. Declare conflicts of interest
2. Attend the majority of relevant meetings
3. Represent ASGBI in all their interactions to raise profile and encourage membership

