

Deputy Director of Scientific Affairs

Last reviewed: July 2025

Next review: July 2027

Purpose of the role

The Deputy Director of Scientific Affairs supports the Director by stepping in when required and plays a key role in overseeing LabMed's research grant process. This includes ensuring that the awarding of Research & Innovation Grants is carried out fairly and transparently.

Responsibilities of the role

- Act as deputy for the Director of Scientific Affairs, including chairing meetings in their absence.
- Work with staff to actively promote the Research & Innovation Grant scheme and encourage applications.
- Manage the application process, including collation, anonymisation, and distribution for scoring, in collaboration with the staff team.
- Coordinate the involvement of independent experts to review applications when the required expertise is not available within the Scientific Affairs & Clinical Practice Committee.
- Ensure the grant scoring and assessment process remains fair, consistent, and transparent.
- Support the Director in maintaining a diverse and representative committee, including recruitment and role updates as needed.

Person specification

Essential

- Member of the Association for Laboratory Medicine
- Demonstratable experience in laboratory medicine e.g. HCPC/GMC registration or equivalent experience (minimum 8 years)
- Share LabMed's values

Desirable

- Previous experience of LabMed committee meetings
- Obtained full FRCPPath

Time commitment

- Attend 4 meetings of the Scientific Affairs and Clinical Practice Committee each year
- Reviewing and scoring applications prior to September committee meeting