

Director of Publications and Communications

Last reviewed: September 2024

Next review: September 2026

Purpose of the role

The role of the director is to ensure the success of LabMed's existing publications and communications, to develop appropriate new publishing products and to collaborate with other societies and organisations on areas of common interest.

The director will do this by creating and reporting on a committee work plan, which outlines its high-level goals and activities. With support from LabMed's staff team they will ensure all these projects run effectively and collaboratively.

Company director responsibilities

The director of publications is a company director of the Association for Laboratory Medicine. As a member of Council and Executive, they share responsibility for managing the company's affairs in line with its articles and legal requirements.

Responsibilities of the role

- Lead the Publications & Communications Committee, chairing at least one meeting per year.
- Set work priorities through an annual plan and report progress to LabMed's Executive and Council.
- Oversee key publications, attending editorial meetings as needed:
 - *Annals of Clinical Biochemistry*
 - *LabMed News*
 - *Lab Tests Online UK*
- Encourage collaboration between different platforms and content to improve impact.
- Ensure regular content evaluation to keep publications relevant and up to date.
- Explore new publishing opportunities, reviewing proposals and resource needs.
- Advise staff on hot topics and requests for endorsements or partnerships.
- Ensure diverse committee representation, updating and recruiting for roles as needed.
- Identify and escalate risks to the Finance and Risk Committee when necessary.

Person specification

Essential

- Experience working with editorial boards or publishing projects
- Member of the Association for Laboratory Medicine
- Post HCPC or GMC registration experience



- Obtained full FRCPath
- Share LabMed's values
- Openness to new ideas that will grow the voice of LabMed and a willingness to challenge established views and practices.

Desirable

- Previous experience of LabMed committee meetings
- An understanding of the needs of newer generations of health professionals in laboratory medicine

Time commitment

- Attend council meetings (2hr online meeting, 3 per year)
- Attend executive meetings (2hr online meeting, 3 per year)
- Attend the executive team strategy workshop (once a year in person)
- Chair one meeting of the Publications & Communications Committee each year
- Availability for discussions/consultations with LabMed staff team
- Attend LabMedUK, the annual national meeting of the association.