

## **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 publishing manager 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 the director is individually and collectively responsible for managing the company's affairs in accordance with its articles and the law.

### **Responsibilities of the role**

- Chair at least one meeting per year of the Publications & Communications Committee
- Agree work priorities for the committee through an annual work plan that is also used to report to Executive and Council
- Maintain oversight of existing publications, attending editorial meetings where appropriate to provide input and feedback:
  - The Annals of Clinical Biochemistry
  - LabMed News
  - Lab Tests Online UK
- Work with the publishing manager to ensure LabMed has documented editorial processes for all published content, including resources published on the website eg guidelines, best practice, audits etc
- Encourage the committee members to make links between our different publishing platforms and outputs, where relevant, to maximise its impact
- Ensure our content is regularly evaluated so it can be developed and updated according to the needs of our members and the wider profession
- Identify new opportunities for publishing and content development, reviewing business plans and resource requests submitted to the committee
- Identify where external specialist support is needed to supplement existing skillsets of committees and staff



- Provide opinion or guidance to staff team as needed, including on the following:
  - Requests for endorsement or affiliation
  - Annual report
  - Hot topics and trends in the field of laboratory medicine
- Ensure the committee is representative of all member groups/demographics and that roles are documented, updated, advertised and recruited to as necessary
- Appoint members to the committee as the EDI liaison and the green champion liaison
- Ensure all publications are inclusive, accessible and cater to the current needs of all groups comprising LabMed membership
- Identify and review risks to the association, escalating them to the Finance and Risk Committee when appropriate.

### **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, not just in theory but in practice.

### **Time commitment**

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