

Director of Scientific Affairs

Last reviewed: December 2024

Next review: December 2026

Purpose of the role

The role of the director is to oversee Scientific Affairs for the Association. The director of Scientific Affairs chairs the Scientific Affairs and Clinical Practice Committee and is also responsible for its sub-committees, which are the Clinical Science Reviews Committee (CSRC), National Audit Group and Special Interest Groups. The Director also sits on both the LabMed Executive and Council.

Company director responsibilities

The director of scientific affairs 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 Scientific Affairs and Clinical Practice Committee, chairing at four meetings per year.
- Set work priorities through an annual plan and report progress to LabMed's Executive and Council.
- Manage scientific projects including:
 - Good practice guidelines
 - Develop special interest groups within the Association
- Promote, assess and award Research and Innovation Grants
- Monitor new NICE guidelines, convene guideline development groups and co-ordinate responses to consultations on behalf of the Association
- Respond to member requests for LabMed position statements in consultation with LabMed Council
- Represent LabMed on external consultations
- Receive reports from the subgroups that report to the SACP
- Respond to ideas for new projects submitted to the committee including making a business case to Council if additional resources are required.
- 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

- Member of the Association for Laboratory Medicine
- Demonstratable experience in Laboratory medicine eg HCPC/GMC registration or equivalent experience (min 8 years) in Laboratory Medicine field.
- 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.
- Obtained full FRCPath

Time commitment

- Attend Council meetings (2hr online meeting, 3 per year)
- Attend Executive meetings (2hr online meeting, 3 per year)
- Attend Executive strategy workshop (once a year in person)
- Chair 4 meetings of the Scientific Affairs and Clinical Practice Committee each year
- Attend LabMedUK, the annual national meeting of the Association.
- Variable workload depending on active workstreams no more than 0.5–1 day a week.