Appointment of
Chief Executive Officer

December 2021
The organisation

Established in 1932, the Association of Anaesthetists (or the ‘Association’) is the national membership organisation for anaesthetists at all stages of their career in the UK and Ireland.

The ‘Association of Anaesthetists’ is the brand name used to refer to both the Association of Anaesthetists of Great Britain and Ireland and its related charity, the AAGBI Foundation. The charitable arm, the AAGBI Foundation, promotes patient safety through education and research.

The Association acts as the voice for the specialty. Our vision is to be ‘an effective voice for the specialty, a leading contributor to health policy affecting anaesthesia and a leader in raising public awareness and understanding of the anaesthetist’s role.’

We have a membership of ~10,000, ~40 staff and an annual turnover of ~£4.5m.

The Association has an ambitious Long-Term Strategy, and we are seeking a new CEO to drive forward the strategy and to enable us to deliver our programmes.

Our vision, strategic aims and key priorities for the next 3–5 years

- **Advocacy & Campaigns** - To be an effective voice for the specialty, a leading contributor to health policy affecting anaesthesia and a leader in raising public awareness and understanding of the anaesthetist’s role;
- **Membership Services** - To be the professional membership organisation of choice for all anaesthetists by providing high quality and high value member services at all stages of their career;
- **Safety** - To promote safe anaesthesia through the provision of information, education, guidance and expert advice to anaesthetists and healthcare stakeholders;
- **Education** - To provide educational excellence as a leading provider, nationally and internationally, of relevant, challenging and high quality educational activities and resources, available through face to face events and as online e-learning;
- **Research** - To improve patient care and safety through relevant and impactful high quality research into anaesthesia and allied specialties;
- **International** - To promote quality anaesthesia, critical care, pain management, patient care and associated subspecialties in low resourced environments and other overseas locations as appropriate through the exchange of skills and knowledge;
- **Heritage** - To link the past with the present and keep alive the history of the specialty through education and information and preserving our heritage;
- **Independent Practice** - To be the leading source of guidance and advice for anaesthetists engaged in independent practice and to represent the interests of our members though engagement with other organisations involved in the delivery of healthcare in the independent sector;
- **Trainees** - To be the voice for trainee anaesthetists; supporting them throughout their training years by providing high quality education, guidance and representation;
• **Specialist societies and interest groups** - To work collaboratively with specialist societies and interest groups towards our common objectives, in particular the promotion of safe anaesthesia.

More detail can be found in the following: Long-term strategy document.

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**Our values**

As an organisation, we hold these values, which define the way we work:

• We are an organisation of, and for, anaesthetists, providing services at all career stages and an influential voice for the specialty;
• We share expertise, knowledge and learning in anaesthesia;
• We are focused on quality and strive for excellence in all our activities;
• We are innovative and forward thinking;
• We are collaborative and work with stakeholders and others who share our vision;
• We are inclusive and committed to equality and diversity;
• We work across the four nations of the UK and in Ireland, respecting the impact of devolution while maintaining that healthcare standards should be universal and not affected by national borders;
• We are working towards sustainability in healthcare and greener anaesthesia;
• We are a responsive organisation, constantly developing and changing to meet new challenges.
The role

ROLE PURPOSE

The Trustees delegate responsibility to the CEO for the management of the Association and its related charity, the AAGBI Foundation.

Each organisation is governed by a Board. The Association is governed by an elected Board of Directors and the AAGBI Foundation is governed by an appointed Board of Trustees (referred to herein as the Boards).

The CEO is the most senior member of staff and is responsible for the operational leadership of the Association, including the implementation and delivery of the Association's vision, values and strategic plan.

The CEO leads the staff team, builds effective working relationships with Directors/Trustees, and leads on planning and development, budgeting, financial and statutory duties, governance and elections. It is their responsibility to ensure that all Association activities and processes are in accordance with the Memorandum and Articles of Association, Regulations and Standing Orders of the Association of Anaesthetists of Great Britain and Ireland and the AAGBI Foundation.

Responsible to: The Board of Trustees

Reporting to: The President, who line manages the CEO on behalf of the Trustees

Responsible for: Senior management team (3 posts) and indirectly all of the workforce
KEY RESPONSIBILITIES

Strategy and direction
• Deliver the strategic plan, and work towards developing future strategic plans, in conjunction with the Directors/Trustees and aligned to the needs of the members
• Translate strategy into deliverable plans and KPIs
• Communicate the vision of the Association, working with staff to ensure that their jobs and work plans are always linked with the Association’s vision
• Work closely with the President on the important strategic issues facing the Association and keep them informed of significant matters
• Take the lead across all aspects of the administration of the Association by reviewing how teams work together to reach Association goals and by instigating fresh ideas that will ensure that the Association is a leading professional body
• Provide information and support to the Boards and implement the operational aspects of decisions taken by the Boards
• Monitor significant Association activities, whilst anticipating future needs, monitoring the external environment and scenario-testing

Values, ethos and culture
• Proactively build effective working relationships with the President (Chair of the Boards) and other Board members
• Act as a ‘bridge’ and relationship builder between the Boards and staff
• Contribute actively to successful team working at all levels of the organisation
• Create a culture in which staff members feel valued, supported, involved and engaged in day-to-day decisions that affect their work
• Embed equality and diversity into all Association activities
• Ensure volunteers, (including Board members & Committee members) are appropriately supported and the best use is made of their time for Association activities

Key performance indicators and delivery
• Develop appropriate Key Performance Indicators for all business activity, prepare regular reports for the Boards, and ensure that all staff members understand performance indicators and are clear about how they drive their contribution to the Association
• Effectively track projects and KPIs, and ensure KPIs and objectives are met, providing regular updates to the Boards
• Ensure that an appropriate management structure is in place and identify and act on underperformance when necessary
• Ensure that business, operational and annual plans are developed and implemented
• Through the relevant managers be responsible for Education, Membership, governance, Finance, Heritage, Facilities, Journal, Communications, Policy and Advocacy and other departments, ensuring that the key decisions and directives of the Boards are carried out

Finance, resource management, commercial strategy, and risk
• Responsible for the overall financial health and sustainability of the Association
• Work with the Chief Operating Officer to:
  o Ensure the Association’s risk register and disaster recovery plans are maintained, taking appropriate and timely action to mitigate risks
  o Ensure that Association’s activity is delivered within agreed financial budgets, achieving a break-even position
Ensure that effective financial and auditing systems guard the assets of the Association
Ensure Association investments are managed and monitored effectively
Ensure the organisation's commercial strategy is developed and successfully delivered

• Ensure the Association's technology is effective in supporting members, volunteers and staff and maintained into the future

Staff leadership and development
• Provide leadership to all staff members and be responsible for all staffing affairs (including performance management) by ensuring adherence to agreed Human Resources (HR) policy, implementing best practice in recruitment, management and development of staff members
• Ensure that staff members understand the organisation's strategy and are clear about their contribution to delivery
• Maintain an effective professional HR function, working with external HR advisors as necessary to ensure best practice policies and employment law compliance, including regular updates to the Staff Handbook, and policies and procedures
• Ensure that that the Association implements an appropriate health and safety policy and monitors its compliance
• Be responsible for the continuous professional development of all staff members by ensuring that all learning and development activity within the Association is in line with personal and organisational objectives and that an annual training plan is prepared
• Develop and implement strategies for employee wellbeing, performance, motivation and engagement
• Hold operational responsibility for the Association's remuneration and rewards policies and conduct the annual pay review with the Honorary Treasurer and the Remunerations Committee, ensuring that the process is transparent, fair and understood by all staff members

External relations and public affairs
• Keep up with trends in the sector, proactively identifying new opportunities to propose to the Boards
• Foster good communications internally and externally, to develop the Association's public profile and build links with government, NHS, statutory, voluntary and industry bodies, and other stakeholders
• Develop and agree with the Boards annual public relations (PR) and communications plans
• Contribute to the development of policy and position statements, informed by both clinical experts and professional staff
• Oversee and ensure delivery of marketing and brand strategies
• Manage the involvement of professional PR and public affairs agencies as required
• Ensure that the Association is represented as required to external organisations and act as a spokesperson or representative when appropriate

Legal, governance and regulatory
• Work with the President to agree agendas for Board meetings
• Ensure compliance with the Association's governing documents and the scheme of delegation
• Support the Boards in enabling them to fulfill their duties and responsibilities for the proper governance of the Association
• Ensure that the Association meets its legal and regulatory responsibilities under current relevant legislation including company/ charity law and legislation related to finance, employment, data protection and health & safety
• Ensure that the Boards receive timely and accurate advice on governance matters with appropriate professional advice from lawyers, auditors or other experts as required
• Ensure the development and maintenance of appropriate governance manuals and procedures
• Ensure that the Boards receive training and briefing to enable them to undertake their legal and other roles effectively

Miscellaneous
• Keep up with current trends in the sector and modern business practices.

This job description is intended to reflect the main duties and responsibilities of the post and is not an exhaustive list of duties. The post holder may be required to undertake other duties that are commensurate with the role. The job description may be subject to change in line with the changing needs of the Association, after discussion with the post holder.
Person specification

Knowledge and experience

• Significant leadership and general management experience at senior level (at least Director) within a complex organisation, ideally in the charity sector, healthcare sector, membership body, educational body or other not-for-profit organisation
• Experience of working in a commercially driven organisation
• Experience of working across complex networks of stakeholders
• Positive interaction with Board/Committee members on a regular basis
• Experience of significant budgetary accountability and financial management
• A track record of delivering the highest levels of governance and probity
• Successful experience of change management leading to organisational improvements

Skills and abilities

• Excellent verbal and written communication skills, ability to produce verbal and written briefings on complex issues in simple, jargon free terms
• Excellent interpersonal skills and relationship building/influencing skills at all levels
• Ability to build relationships external to the organisation, e.g. with other stakeholders or partners
• Ability to work under pressure and prioritise work
• Proactive, able to identify areas of quality improvement and efficiency
• Capacity to provide inspirational, critical and reflective leadership for senior management and staff
• Highly self-motivated and able to work to strict deadlines and to motivate others to do the same
• Ability to deliver change at pace as required
• Ability to think strategically and laterally
• Good project planning and project management skills
• A ‘can do’ approach, eager to improve the status quo
• Strongly service orientated to both internal and external stakeholders
• Understands the not-for-profit sector
Terms of appointment

The post holder is required to work such reasonable additional hours as required by the role, including: overnight visits to meetings and events outside London, as required by the role or dealing with occasional matters which may require unsocial working hours e.g. a national health emergency.

Remuneration will reflect the seniority of the role and will depend on skills and experience.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Association of Anaesthetists on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code AAYYVA.

Click on the ‘apply’ button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on Monday 10 January 2022.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.