



Appointment of

Chief Executive

April 2025 ZBTFA



Saxton Bampfylde

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A message from the President

Radiology and medical imaging play a crucial role in healthcare; aiding diagnosis, supporting research, and helping clinicians make informed decisions for patient care.

The British Institute of Radiology (BIR) is the oldest radiological society in the world, with a mission to improve medicine, health, and patient care through the science and practice of imaging and radiation oncology. We work internationally to support cutting edge research, professional development, and multidisciplinary collaboration for our members, all of whom are operating during a critical point of change and evolution given wider technological shifts within healthcare. We are the only organisation focused on connecting people from across the fields of radiology and radiation oncology regardless of specialism and discipline.

We are looking for a new Chief Executive Officer for the BIR. This is a multifaceted and exciting role in leading a well-respected membership society poised to consider our next steps beyond Strategy 2022-2027. This person will bring a mixture of internal organisational skills to run a values-led membership body, as well as strong external facing and relationship skills building partnerships which will grow our reputation as a key partner in the field.

Our next Chief Executive could come from a range of backgrounds. You don't need to be an expert in radiology, but you should bring an interest in our work. Whether your experience lies in education, wider membership bodies, or charities, we are looking for someone who will bring fresh ideas and energy to an engaged membership base and organisation.

In turn, we can offer a role that is both dynamic and rewarding, set in a field that is constantly evolving with advances in technology, research, and clinical practice. You will be supported by a community of experts from across the medical and scientific fields, as well as a dedicated and talented staff team. This is an exciting time to join, as the BIR continues to strengthen its influence in the healthcare sector both in the UK and internationally, planning for its future as an organisation that brings expert members together in a broad and important field.

We look forward to hearing from you.

Dr Nick Screaton
President



Introduction

The BIR is a membership organization with origins dating back to 1897. With members all around the world coming from all disciplines across the field of imaging, radiation oncology, and the underlying sciences, we are a truly international and cross-collaborative not-for-profit organisation, governed by and for our members.

[Take a look at our annual report here.](#)

Our Vision is to:

- Support the work of our members and their colleagues to achieve professional excellence.
- Provide continuing professional development for our multidisciplinary community.
- Publish cutting edge research for our authors and readers across the world.
- Influence and connect with the wider professional sector.

Our mission statement:

Working together to improve medicine, health and patient care through the science and practice of imaging and radiation oncology.

Core values:

We believe in the value of multidisciplinary collaboration to combat disease. We believe that every effort should be made to optimise the use of radiation in healthcare and in the diagnosis and treatment of disease. We believe that research and education are vitally important; and consider all our members to be equal regardless of profession or grade.

Strategy

With a strong set of reserves, we want to look to the future of the organisation and think about innovative ways to build on membership numbers, corporate partnerships, and events. In a rapidly evolving technological landscape, we want to think about how we can be more innovative in our approach to working with new technologies such as AI for the benefit of our members. We have achieved much and are looking forward to working with our next CEO who will help take us beyond our Strategy 2022-2027.

[You can read about our strategy for 2022-2027 here.](#)

Governance

We were granted our Royal Charter in 1958 and became a registered charity in 1963. The Council is the governing body of the Institute. It normally comprises twelve trustees. Trustees are normally appointed for three years.

[You can read more about our governance here.](#)



The Role

The incoming CEO must bring energy, organisation and a strong values base to continue the positive culture across the BIR, working closely with staff and volunteers. Their success will also be reliant on this person's ability to build a strong partnership with our President, Dr Nick Screaton, through a relationship built on honesty and constructive challenge. This role is multi-faceted and nuanced; the CEO will be an ambassador for the BIR at the member level as well as with external stakeholders. With a natural gravitas, this person will build strong relationships with the Council to assist in furthering the BIR's agenda across the country and internationally. Internally, this person will bring strong financial acumen and ability to work in diverse environments to support a wide range of colleagues within the BIR, from publishing, education, membership and wider operations.

The successful candidate will have strong managerial and operational credentials, with a particular understanding of the dynamics and nuance of successfully leading and empowering smaller organisations. Underpinning these attributes is the need for someone who is a thoughtful collaborator; with a tactful approach, the CEO will provide insight to the President and Council to ensure the BIR continues to grow in impact and strength. While the CEO need not come from a background in healthcare, they will have an interest in the promotion of radiology and will be sensitive to the effect of many changes across the sector in the UK and globally, ideally bringing some understanding of education and how best to work in member-led organisations.

Key focus areas:

Strategic planning

- Working with the President and Trustees to continue to develop the BIR's long-term strategic vision and plan beyond 2027, with a focus on financial stability.
- Translating the strategic plan into workable and achievable operational plans with realistic targets and budgets, in conjunction with the senior management team.

Operational & staff management

- Responsible for the operational structure, management, development and recruitment of a highly-motivated team of staff, empowering them to maintain a culture of quality, innovation and success.
- Ensuring resources, working environment and infrastructure are fit-for-purpose and well managed.
- Ensuring compliance with all applicable rules, including employment law, charity law and requirements, the Charter and Byelaws, health and safety legislation, etc.

Commercial and business development

- Working with staff and volunteers to initiate and deliver commercial opportunities.
- Engaging with and developing external relationships, including key suppliers and partners, other professional societies and commercial supporters.
- Representing the BIR, if necessary, in the media, in public, and within the sector.
- Developing member benefits, products and services to deliver value and generate commercial opportunity.
- Ensuring that BIR and its products and services are effectively marketed.

Financial & Risk Management

- Reviewing income, costs, and the allocation of

financial resources, working with the senior management team to develop and monitor budgets and act as appropriate.

- Ensuring Key Performance Indicators (KPIs) are set, monitored, and achieved.
- Ensuring that the BIR invests appropriately, in collaboration with the Institute's investment managers and Trustees and in line with its investment policy.
- Ensuring there is appropriate risk monitoring and mitigation in place.
- Preparing clear financial and briefing papers for Trustee meetings as required. Monitoring and appraising the Council of internal or external factors which might affect the BIR's financial performance.

Governance

- Developing an effective working relationship with the President, Trustees, Chairs, volunteers and staff, and helping to ensure that these participants work together in partnership to achieve the organisation's goals.
- Working collaboratively with the President to identify, recruit and develop Trustees and oversee any elections to Council.
- Ensuring that the BIR is inclusive, equitable and diverse, with a welcoming culture and with leaders, volunteers and staff drawn from an appropriate mixture of backgrounds.
- Ensuring that the BIR pursues its charitable objectives, fulfils its obligations under its Charter and Byelaws, complies with applicable rules and guidelines, and meets its regulatory requirements.
- Ensuring that the BIR's governance structures, rules and guidelines are current and fit for purpose and regularly reviewed and revised as appropriate.

Please note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.



Person Specification

Experience

Essential

Strong strategic and operational management experience at a senior level within an organisation of similar complexity to the BIR, bringing a focus on operational efficiency and change management with a demonstrable track record of success.

A strong leader who excels at working collaboratively with people to inspire, encourage, facilitate and empower.

Comfortable with change and uncertainty, with the management skills to encourage versatility and innovation in others.

An excellent communicator with strong diplomatic and listening skills, who can initiate contacts, build relationships and increase influence at a high level and represent the BIR in public.

Excellent financial literacy and the ability to manage budgets and resources effectively.

Experience of new business development, income generation or building commercial revenue streams.

Significant experience of one or more of the following:

- running financially successful education and events programmes;
- digital transformation; and/or
- membership acquisition and engagement.

Desirable

Experience of working effectively at senior level with a board of Trustees.

Awareness of the healthcare sector and relevant professions within the sector.

Experience of working in the voluntary/charity sector and knowledge of statutory/regulatory requirements in relation to charities and employment law.

Journal publishing, successfully growing Open Access publishing portfolios to support the BIR's successful and growing stable of journals.

Terms of Appointment

The role is permanent and full time. We operate on a hybrid model, with staff working onsite two days a week (Monday, Tuesday, or Wednesday). We also offer flexi-time working with the ability to take back up to two days a month.

We offer a competitive package.

Location: Audrey House 16-20 Ely Place, London EC1N 6SN

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the BIR on this appointment.

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

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 **1st May 2025**.

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.

The BIR positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

