

JOB DESCRIPTION AND PERSON SPECIFICATION

EXECUTIVE DIRECTOR

1. JOB CONTEXT

The European Blood Alliance is a voluntary association of blood services currently in 25 Member States of Europe, representing 23 million donations annually, and has a budget of €400,000. The Alliance is registered in The Netherlands and its Secretariat is based in Amsterdam.

The MISSION of EBA is to contribute to the safety, security and cost effectiveness of the blood and tissue supply for the citizens of Europe by developing and maintaining an efficient and strong collaboration amongst European blood and tissue services.

The SCOPE of EBA deals with a range of activities carried out by its members, including developing relationships with donors, collecting blood and tissues, testing and processing these donations to make a variety of high quality components for patients, meeting hospitals varying requirements and providing advice on therapeutic use. Some members also provide additional testing and therapeutic services. To carry out these activities, members employ medical, technical and administrative staff, and have multidisciplinary management teams.

The Alliance has four Strategic Objectives: to promote voluntary non-remunerated donations (VNRD) of blood and blood components and self-sufficiency from VNRD, to improve performance through collaboration, to support national and European authorities to promote best practice and to facilitate information collection and knowledge exchange. These objectives include maintaining contacts with the EU institutions, the Council of Europe, the World Health Organization and European and international Transfusion Medicine organizations.

The EBA is governed by a Board, whose members are nominated by the constituent blood services of EBA. Members are typically Chief Executives or Medical Directors. Day-to-day affairs are supervised by the Executive, whose six members are elected by the Board from amongst themselves. Board and Executive members are 'volunteers' whose full-time job is with their blood service.

2. JOB SUMMARY

The executive director contributes to the goals of EBA through:

- Representing EBA in contact with other organisations and the EU institutions (Commission, Parliament, Council...).
- Contributing to EBA strategy and policies in close collaboration with the President and Executive of EBA.
- Developing an agreed and prioritised list of activities and for seeking efficient means for their implementation in collaboration with the President.
- Building organisational capability and capacity, and supporting the membership
- Operating effectively in a highly regulated environment
- Managing the EBA office/secretariat, and supervising staff.



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3. ACCOUNTABILITY

The Executive Director is accountable to the EBA President. Targets are provided yearly by the Board Meeting.

4. MAIN DUTIES

4.1. Representing EBA in networking and maintaining contacts within and outside EBA:

- Maintains liaison with all EBA Board members, keeps them informed and organises *ad hoc* enquiries on behalf of members and provides substantial assistance to members if necessary
- Maintains close liaison with European Commission, European Parliament and individual MEPs on all matters of interest to EBA members. This includes regular face-to-face meetings with key contacts
- Supports President, Executive and Board members in their contacts with European Commission, Parliament and Council
- Liaises and networks with all other organisations which are of interest of EBA, like Council of Europe and other (global) organisations
- Exploits any opportunities to enhance EBA's reputation and influence

Goal:

EBA represented within and outside EBA, such that EBA is known in the global blood supply field and the positions of EBA and its members are brought to the forefront.

4.2. Contributing to EBA Strategy and Policy

- Keeps up with all EU and/or EC information, monitors the progress of EU legislative initiatives on all matters of relevance to EBA members and alerts the President accordingly; provides support to the EBA Executive in developing a plan when EBA action is deemed necessary, and takes responsibility for its implementation
- Undertakes research to assist in developing EBA strategy and policy.
- Writes articles and publications on EBA's standpoints and matters relevant to the members of EBA
- Provides support to the EBA Executive to ensure that EBA strategy is regularly reviewed and updated.

Goal:

EBA strategy up-to-date and EBA standpoints made clear in articles and publications

4.3. General tasks

- Provides support to the President and Executive at international meetings and conferences.
- Maintains liaison with potential members and provides assistance in preparing for membership.
- Works in close collaboration with the EBA Secretariat



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- Performs all other tasks within the main goals of EBA in general and the function specifically

Goal:

EBA's members and Executive assisted

5. PERSON SPECIFICATION

The successful candidate must be able to demonstrate achievements in Leadership and in the ability to build organisational capacity for a membership organization, and in one of the two following criteria:

- Content knowledge of blood banking;
- and/or a track record of networking and interacting with EU bodies and above all, being able to demonstrate influence and tangible results.

Additional areas of expertise are as follows:

- Able to work independently and target driven
- Readiness to take the initiative, whilst maintaining close liaison with the President and Executive when consultation is necessary
- Excellent communication skills, needed for networking, lobbying and liaising with member states and (global) organisations
- Sensitivity to cultural differences between European countries
- Fluency in spoken and written English essential; knowledge of French and/or German an advantage; well able to express him/herself in contacts for EBA and in written articles for EBA
- Alert to changes and developments in the blood services and transfusion work field and able to incorporate these in the EBA strategy and relate these to the members and executive board

6. PRACTICAL INFORMATION

- The EBA office is located in Amsterdam; candidates must live within reasonable commuting distance. Frequent presence in Brussels will be necessary, as is frequent travel – mostly within Europe.



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- The appointment is for four years, with an option to extend for an indeterminate period by mutual agreement. Starting date asap.
- Salary range: 80 – 90.000 €/year plus 10.000 cost reimbursement; more may be available for candidates with an exceptional fit with the person specifications
- The closing dates for applications is June 6th. Interview date in Amsterdam is June 25th, 2014
- For further information and application please contact Prof. Philippe Vandekerckhove, EBA President, on +32 15 44 33 86 or philippe.vandekerckhove@rodekruis.be