

## ICCBBA

The Board of Directors of ICCBBA are seeking to appoint an Executive Director to take on the position on the retirement of the current post-holder. The position is being advertised internationally and re-location to the USA is not required. It is anticipated that the successful candidate will be appointed in mid-2021.

### Job Description

Post: Executive Director

Reports to: ICCBBA Board of Directors Chair

Job Summary: Lead and manage ICCBBA to achieve its vision and mission in accordance with the ICCBBA Board of Directors strategy and policies. <https://www.iccbba.org/about-iccbba/iccbba-overview/vision-mission-priorities>

### Key Responsibilities:

Lead and manage ICCBBA in close collaboration with the executive management team;

Foster an ICCBBA reputation for integrity, quality and service;

Oversee ICCBBA's role in the coordination and implementation of ISBT 128 worldwide;

Develop and maintain relationships with major stakeholders, such as worldwide scientific, professional and patient organizations; Ministries of Health, regulators and WHO; and other standards development organizations.

Work closely with the Board of Directors in order to develop strategy, goals and plans for the furtherance of ICCBBA's mission;

Develop a budget in collaboration with the Treasurer that can be approved by the Board of Directors;

Direct ICCBBA in order to achieve the agreed strategy, goals and plans of the Board of Directors;

Provide regular feedback to the Board of Directors on activities and financial performance;

Ensure that all ICCBBA provided resources, human and financial, are efficiently and cost-effectively managed, and available for the successful implementation of ISBT 128 and for ongoing support to registered facilities;

Ensure that ICCBBA operations comply with applicable regulatory and professional standards, are effectively managed, and are in accordance with good corporate governance;

Ensure that ICCBBA products and services meet the current and future needs of its users;

Ensure that the ICCBBA Quality System maintains ISO 9001 accreditation.

### Personal Development

Maintain an awareness of developments in the fields of transfusion, transplantation and other medical products of human origin, and to assess the implications of such changes for the *ISBT128* standard;

Maintain an awareness of developments in the field of healthcare informatics, and to assess the implications of such changes for the *ISBT128* standard;

Be aware of relevant federal, state and international business regulation, and changes which can impact ICCBBA operations and future operations;

Build an international reputation and network of professional contacts.

### **Working Relationships**

Reports to: ICCBBA Board of Directors Chair

Responsible for the line management of the Executive Team.

Responsible for the discipline and professional behavior of all ICCBBA staff

### **Requirements**

Applicants must hold a minimum of a Masters degree, be fluent in English, and have a minimum of five years leadership experience, preferably in the non-profit healthcare field.

Knowledge of general trends in biotherapeutics and informatics, together with familiarity with ISBT 128 is desirable.

Experience of working internationally across a wide range of cultures would be an advantage.

Personality assessment may be required for qualifications.

For any questions regarding the position please email: [EDapplication@isbt128.org](mailto:EDapplication@isbt128.org).

Applications, including a cover letter and resume to be submitted to [EDapplication@isbt128.org](mailto:EDapplication@isbt128.org) by end of March 2021.