

ISBT Scientific Secretary - Job Description



1. Introduction

The ISBT Scientific Secretary (SS) is responsible, in collaboration with the local organising committee, for the scientific programmes for ISBT regional and international congresses. Two regional congresses are usually held in odd-numbered years and one international congress in even-numbered years.

The SS will ensure that the scientific programme of ISBT international and regional congresses is of a consistently high standard, that new speakers and topics are a feature of the scientific programme, and new ideas for the format of the scientific programme are captured as appropriate e.g. interactive sessions, use of electronic voting, virtual sessions etc.

Congress programmes may need to be adapted to a virtual format in exceptional circumstances, as experienced with the global pandemic during 2020-21.

2. Appointment

The SS is appointed by the ISBT Board of Directors following expressions of interest for the post.

3. Term of Office

One year working alongside the current SS before taking up the post. Four years in post including a final year working with the next SS. (A total commitment of 5 years). It is possible to apply for one additional term but there must be a gap of at least 4 years between terms.

4. Relationships

The person appointed will have close involvement with the ISBT Executive Director (ED), the ISBT Scientific Officer (SO), the two ISBT VPs representing the ISBT Academy, the congress secretariat (MCI) the chair and members of each Local Organising Committee (LOC) and ISBT Regional Director(s) as appropriate for each congress. Current and future SSs in handover years.

5. Duties

The Scientific Secretary will:

- Establish a small scientific committee to advise on appropriate topics and speakers for ISBT regional and international congresses and other ISBT scientific events as appropriate. This will include those listed in point 4. above, and others as required to ensure coverage of all topic streams.
- Construct the scientific programme for ISBT regional and international congresses in collaboration with the local congress organising committee.
- Use the ISBT Working Parties as a sounding board for suggestions for parallel sessions and speakers for the scientific programme at ISBT regional and international congresses.
- Act as chairperson for the scientific review meeting which will choose abstracts for oral presentation and posters.

- Maintain regular contact with the ISBT ED regarding preparation of the congress scientific programme
- Attend virtual planning meetings/calls with LOCs and MCI
- Report to ISBT Board, ISAC and ISBT Academy Standing Committee (SCA) meetings, as requested
- Work with the LOC, MCI, ISBT ED, ISBT Central Office (CO) and SCA Chair to adapt congress programmes to a fully virtual or hybrid formats if necessary.

6. Remuneration

The post is non-remunerated. Accommodation and travel are paid for attendance at the congress and scientific review meeting (usually held four months prior to a congress). Congress registration is also paid.

Person Specification

1. Broad knowledge of the field of transfusion science and medicine to enable the development of wide ranging and appropriate topics for inclusion in congress scientific programmes from the donor to the patient
2. An excellent international reputation in the field of transfusion medicine with current or recent publications in highly respected journals
3. Excellent communication skills, with proven ability to communicate effectively and persuasively with colleagues across the globe
4. Evidence of proactive contribution to ISBT
5. Ability to work to tight turnaround times and in a flexible manner
6. Commitment to collegiality and inter-disciplinary working
7. Excellent organisational and administrative skills.