

Microbiology Society – Job Description for:

Job Title	Head of Strategy and Transformation
Reports to	Chief Programmes Officer and Director of Strategy
Location	14-16 Meredith St, London, EC1R 0AB

1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org

1.2 About you

The Head of Strategy and Transformation will provide strategic direction for the Society's cross-organisational activities and oversee collaboration between relevant staff, committees and the wider membership, ensuring projects are managed effectively, reflect the Society's values, and drive the Society forward in delivering its strategic objectives.

The postholder will contribute to and support the Chief Programmes Officer and Director of Strategy in the delivery of all of Council's strategic objectives which are (i) enabling our members to strengthen their existing relationships and gain access to new communities, maximising national and international networking opportunities; (ii) advancing the understanding of microbiology and championing the contribution made by it, our members and their work in addressing global challenges; and (iii) reinforcing the Society's long-term sustainability and resilience by diversifying income streams, increasing efficiency and ensuring robust governance.

1.3 Duties

Reporting to the Chief Programmes Officer and Director of Strategy and overseeing the Monitoring and Evaluation Manager, the Head of Strategy and Transformation will be a key role within the Society responsible for leading on the development, delivery and evaluation of cross-organisational activities in support of the microbiology community to ensure that we are delivering on members' desired outcomes and all of the Society's strategic objectives. Potential areas of focus include building the infection science community at the Society, supporting the transition to open access and the ambition of open science across the organisation, and coordinating opportunities for digital transformation for a more inclusive Society based on learning from our pandemic experience. The postholder will work with managers and key staff across all teams as well as our members who hold positions on Council, Committees, and Divisions. It is vital that the postholder is able to engage

Council members on these activities and to build strong and lasting relationships with them in particular in order to successfully drive forward change at the Society through collaborative activities.

Key responsibilities will include (but will not necessarily be limited to):

Strategic

- Championing the 'one Society' approach by being a highly visible role model for all colleagues to support the delivery of greater teamwork, integration and cooperation amongst all staff
- Working with the Chief Programmes Officer and Director of Strategy to lead the development, communication, and implementation of the Society's strategy through the delivery of robust strategy and planning processes, including implementing suitable monitoring and evaluation processes in order to evidence impact and value for money, and improve future developments
- Providing strategic leadership and support in the development of cross-organisational activities, bringing clear vision and developing well-defined processes across a range of projects, and building high functioning project teams of staff for collaborative working across the Society
- Building strong and productive relationships particularly with Council members, maximising their skillsets and networks to deliver real change at the Society, as well as with members, Society Champions and events delegates, partner organisations and other key stakeholders of the Society
- Being a proactive member of the Management Team, working together and with the Senior Management Team to deliver the Society's strategic objectives, and being responsible for communicating effectively with SMT and the Chief Executive
- Leading by example in managing people and performance, and coaching and empowering managers to enable them to deliver regular and robust performance management
- Representing the Society externally and, as appropriate, building suitable partnerships that can bring added value to the Society's programmes, and delivering tangible results through effective partnership working

Operational

- Line management of the Monitoring and Evaluation Manager
- Taking responsibility for ensuring the Society adopts and maintains an appropriate framework for the development of strategy, monitoring and evaluation
- With the Chief Programmes Officer and Director of Strategy and other members of the Senior Management Team, develop core strategic objectives and prioritisation of initiatives to deliver the Society's strategy
- Ensuring clear communication of strategy, strategic objectives and outcomes to staff, Council and Committee members, members and other key stakeholders

- Support the Monitoring and Evaluation Manager with developing and implementing appropriate monitoring and evaluation mechanisms across the Society for evidencing impact and outcomes, cost effectiveness and value for money
- Liaising with the Associate Director of Communications, Brand and Marketing to ensure all Society activities and opportunities are clearly communicated to all audiences, including contributing to *Microbiology Today* and the Society's digital platforms, and that these are appropriately branded and deliver optimum outcomes in terms of the Society's strategic aims
- Other duties as determined by the Chief Programmes Officer and Director of Strategy from time to time

1.4 Knowledge and Skills

Essential

- Degree or equivalent experience, either in a suitable scientific discipline or combined with experience in a relevant scientific organisation
- Significant relevant experience working in a leadership or management role within a relevant scientific or membership organisation, with experience of planning and strategy development and a proven record of implementing strategies
- Significant relevant experience and understanding of higher education and the scientific research environment
- Significant project management experience with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Strong analytical skills and attention to detail, and be comfortable in handling, analysing and reporting on data
- Demonstrable experience in strategic planning and the financial acumen to allocate resources effectively and manage budgets
- Highly developed interpersonal skills with diplomacy and the ability to influence. Credible and able to deal comfortably with key individuals and stakeholders at all levels, including volunteer scientists on committees
- Excellent problem-solving skills and ability to find creative solutions
- Leadership and people management skills to motivate, coach and develop team members for high performance
- Excellent communication skills both written and oral
- Excellent administration skills with proven ability to take accurate and informative meeting minutes
- Excellent working knowledge of Microsoft Office Applications and experience of using database systems

Desirable

- Knowledge of membership organisations
- Knowledge of, or interest in, the science of microbiology