

Version 1.0

**IBD REGISTRY LTD**

**CHIEF EXECUTIVE OFFICER (CEO)  
Candidate Information Pack**

**January 2018**

## **Background**

IBD Registry Limited is a newly formed company founded by three member organisations; British Society of Gastroenterology (BSG), Crohn's and Colitis UK (CCUK) and the Royal College of Physicians (RCP). Each member organisation is represented by two Directors with voting rights.

Inflammatory Bowel Disease (IBD) encompasses the diseases of ulcerative colitis and Crohn's disease, as well as a number of patients with rarer forms of the disease. About 300,000 people in the UK have some form of Inflammatory Bowel Disease (IBD) although the exact number is unknown, and nearly half of those diagnosed each year are under the age of 29.

The IBD Registry being hosted by the BSG was launched in 2012 and provides the first ever UK-wide repository of anonymised IBD adult and paediatric patient data for prospective audit and research purposes. Bringing this data together for the first time will:

- Drive continuous improvement in patient care and access to care across the UK
- Inform commissioning and service design
- Improve our understanding of long term outcomes
- Provide local & national data in order to better define the pattern of ulcerative colitis and Crohn's disease
- Support IBD research

The new company, IBD Registry Limited, has been formed to drive forward the next stage of development for the IBD Registry. The company is in the early stages of developing a longer-term strategy that places the Registry at the heart of IBD research, and health service development maximising the opportunities for patient-entered data.

The IBD Registry is benefitted by substantial pharmaceutical industry support and has a current turnover in excess of £300k p.a. There is significant potential to grow in the

areas of data provision through the development of appropriate web and analytical tools as well as acting as a platform for research endeavours.

The IBD Registry Limited is transitioning from a long-term project to a new business. Whilst it has the potential to be a very successful, the new company must overcome the initial obstacles of establishing a new team, stabilising the fragile finances and devising the strategic direction for the new entity. To this aim, the new company is seeking an experienced business lead with a track record for growing fledging start-ups.

The Chief Executive will report directly to the Board of Directors and will work in partnership with a Medical Director. The Chief Executive will be responsible for designing the team based on need and available resources and will be expected to work quickly to ensure the financial viability of a start-up/scale-up business and to fulfil the scope and objectives set by the members Board of Directors. The Chief Executive will have autonomy to enter into new contracts within the scope and objectives of the business.

It is envisaged that the role will be a fixed-term 12-month contract in the first instance. The intention is to develop the role into a fulltime permanent contract. Part and full-time applications would be considered.

# CHIEF EXECUTIVE

## Job Description

**Reports to:** Chair of the Board (acting on behalf of the Board)

**Accountable to:** Members of the Board

### Job Purpose

- To plan, direct and oversee the IBD Registry Limited (IBDR)'s operational initiatives and goals with specific responsibility for ensuring that it remains continuously able to discharge its duties and responsibilities as set out in its Articles of Association;
- To be responsible for, and to lead, the further development and delivery of the IBDR's strategy, direction, business plan and operational planning, supporting its communication with its members and building and developing relationships between IBDR and its key stakeholders including customers, partners and external bodies;
- To manage the financial health of the company, bringing about stability and business growth;
- To be responsible for the day to day management of IBDR, leading and managing its operational team including setting roles, responsibilities and objectives and monitoring / assessing the team against these.

### Key Responsibilities

#### Strategic and Business Leadership

- Working closely with the Medical Director, take overall responsibility for the planning and delivery of the strategic direction, leadership and management of the company;
- Develop and deliver short and long-term business stabilisation and expansion plans;

- Analyse opportunities and risk, undertake due diligence and make reasoned judgements on selecting the type and timing of future contracts;
- Initiate, respond to, and lead contracting discussions;
- Proactively foster high level long term relationships with key stakeholders
- including, (but not exclusively), customers and partners, British Society of Gastroenterology (especially the IBD section), the IBD Clinical Research Group, NHS digital, Liverpool University Informatics Department, academic institutions, pharmaceutical companies, neighbouring registries and national working groups as well wider local and national health and social care community organisations;
- Interface with internal and external clinical and academic leads and enhance these relationships to maximise their ability to help deliver company growth and financial security;
- Advocate and represent the company at external meetings and events; be knowledgeable and aware of local and national issues;

### **Finance and Business Development**

- Develop a robust short, mid and long term financial plan;
- Responsible for income generation including the assessment of opportunities and risk, the generation of working capital and ensuring sufficient cash flow;
- Instil effective financial systems and processes;
- Provide accurate and robust monitoring and financial reporting to the Board;
- To oversee the preparation of the Annual Accounts for audit and annual returns;

### **Operations and Information Governance**

- Ensuring the company fulfils all legal, statutory and regulatory responsibilities;
- Overseeing and ensuring full compliance around information governance (in particular the management of patient data);
- Develop and deliver the operational strategy of the IBD Registry being fully accountable to the Board on this matter;

- Regular reporting to the Board on the progress towards the strategic priorities and the achievement of board policies (including active risk register) ensuring the board is given the information it needs to perform its duties;
- Work with the Chair to ensure the right and appropriate items (supported by high-quality papers) are provided to the Board for discussion and decision □
- Implement board decisions and proactively ensure that complete consideration has been given to all options during the process;
- Responsible for all delegated information governance arrangements including current and incoming data protection regulations (GDP-R) and to move towards a fully consented process of patient engagement;
- Manage existing, and develop new, contracts and ensure that all requirements and KPIs are fulfilled within the agreed contractual frameworks;
- Review the way in which the company manages external industry relations and execute a best value model for the business; and
- Review and establish appropriate working groups to support the delivery of the company objectives;

*This job description may be reviewed in the light of changing circumstances and should be regarded as a guide to the duties required and is not definitive or restrictive in any way. Any changes will be fully discussed with the post holder. This job description does not form part of the contract of employment.*

## **CHIEF EXECUTIVE OFFICER (CEO)**

### **Person Specification**

Unless otherwise stated, the following criteria are essential:

#### **Qualifications & Training**

- Post graduate management / business qualification such as MSc or MBA;
- Evidence of continued professional development;

#### **Experience & Knowledge**

- Extensive knowledge and experience of building a successful business;
- Experience of developing routine financial information, e.g. cash flows and balance statements;
- Experience of building short, mid and long-term business stabilisation and growth plans;
- Experience of partnership working and producing tangible outcomes through influence and relationship management.
- Experience of strategy development and planning with an ability to demonstrate strategic thinking against a broad range of organisational activities.
- Knowledge and application of financial strategy options including a thorough understanding of the needs of a start-up/scale-up business;
- Previous experience of working at Board level;
- Working effectively and collaboratively across organisational and sector boundaries;
- Knowledge of UK health structures, health informatics, information governance and the UK research agenda;
- Knowledge of clinical team operations in the NHS;
- Experience of large scale negotiation with private and public sector;
- An understanding of the regulation with the pharmaceutical industry including the provision of grants;
- Line management of an operational team including remote workers;

## **Skills**

- Able to influence and persuade people in senior positions in a variety of sectors;
- Proven strong negotiation skills at a high level including the securing of new business;
- Able to foster relationships and obtain consensus for mutual gain when there are diverse views;
- Able to develop a culture that delivers high business standards, embraces and protects the IBR's values and ensures that the business meets all regulatory requirements;
- Capability to critically analyse complex information, to balance competing priorities and make difficult decisions;
- Intellectual capacity and application to be able to think conceptually, to identify opportunities and to plan flexibly;
- Able to operate within an ambiguous context and deliver results.

## **Remuneration**

This role will be remunerated on a monthly basis. The annual salary range, inclusive of all high cost living allowance, is between £65,000 to £75,000.

## **Period of Appointment**

The appointment will be for an initial period of 12 months with a possible extension, subject to the continuing confidence of the full Board and the profitability of the company.

## **Time Commitment**

The contract will be for 40 hours per week with a maximum of 25 days (plus 8 Bank Holidays) paid annual leave (pro rata for part time working) given within this fixed term period.



The company offers a flexible pension scheme enabling employee contribution of either 3% or 5% of salary for an employer contribution of either 5% or 8% of salary respectively.

Applications for flexible / job sharing / part time working will be considered.

Statutory sick leave and a probationary period of twelve weeks will apply.

The notice period for this post is twelve weeks on either side and must be submitted in writing.

### Location

Temporary office accommodation in central London will be provided by the BSG, during which the Board are open to supporting flexible working arrangements.

There will be a requirement to travel to other locations to undertake other Board business or to meet with interested parties. Such meetings may take place outside of London and outside of standard office hours. On rare occasions travel may be required at weekends but only with prior notice and agreement.

### **Health and Safety**

The post holder must take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

The post holder must co-operate fully in discharging company policies and procedures with regard to health and safety matters.

### **Equality and Safeguarding**

The IBD Registry Limited is committed to a policy of equality in its employment practices and it is essential that all office holders are willing to make a positive contribution to the promotion and implementation of this. Recruitment is done in line with safe recruitment practices.

## **The Recruitment and Selection process**

### **How to apply**

All candidates are required to complete and submit the following information via email to [sarah.linnington@obsupport.org](mailto:sarah.linnington@obsupport.org) by **1900 on Sunday 18<sup>th</sup> February 2018**

- A copy of your CV (no more than 3 pages) including details of two referees
- A covering letter explaining how you meet both the essential and desirable criteria for the role (no more than 1 page)

If candidates wish to have an informal discussion about this opportunity, please contact:

Dr. Stuart Bloom, UK IBD Registry Chair, via [stuart.bloom@nhs.net](mailto:stuart.bloom@nhs.net) or 07973-887-875

or Mr David Barker, Chief Executive Officer, Crohn's and Colitis UK via [David.Barker@crohnsandcolitis.org.uk](mailto:David.Barker@crohnsandcolitis.org.uk) or 01727-734-480.

After the closing date for applications, the process is as follows:

- The panel will assess candidates' CVs and supporting letters and identify those it believes best meet the criteria for the post.
- Shortlisted candidates will be invited (by phone or email) to interview. Interview will take place during the day of **Tuesday 27<sup>th</sup> February 2018**.
- Your references may be contacted prior to a final decision being made, and only after you have attended the interview.
- An appointment decision and offer of employment will be made promptly. Ideally the successful candidate will be able to start quickly.