

## **Executive Director (Part-time, fixed term contract)**

### **\$Competitive**

Do you have an understanding of **healthcare** and the **regulatory environment**? Bring your experience to the International Association of Medical Regulatory Authorities (IAMRA). We're looking for a dynamic **Executive Director** to join IAMRA on a temporary contract with the possibility of renewal depending upon performance.

IAMRA brings together medical regulatory authorities and others from around the world with a nexus to medical regulation. Its purpose is to encourage best practice among medical regulatory authorities worldwide in protecting, promoting and maintaining the health and safety of the public by ensuring proper standards for the profession of medicine.

Over the next few years IAMRA aims to embark on a far-reaching programme of change that will enable it to become more responsive to the needs and future direction of medical regulatory authorities worldwide.

We are now looking for an exceptional individual to provide inspirational day-to-day leadership to the IAMRA Secretariat, working closely with the Chair of IAMRA, the Chair-elect and the IAMRA Management Committee. You will be a source of strategic advice and your brief will be to lead on developing our approach to proposed changes to membership structure and fees, championing innovation and the necessary changes for IAMRA to continue to grow and operate effectively. In addition, you will play a critical role in managing the delivery of the IAMRA work programme and engaging with members to ensure that IAMRA plays a leading role in the development of international regulation policy.

This role calls for impeccable strategic thinking and interpersonal skills, together with the ability to quickly grasp the key issues that surround medical regulation. With a recent and successful track record in a similar senior leadership role, gained in an international regulatory, non-profit, charitable, political or similar environment where you will have led organisational and structural change, you will have the credibility and communication skills to influence a wide range of people at senior level and from different countries and cultures combined with excellent organisational and problem-solving skills. This, together with your keen intellect, vision and energy will make you a strong candidate for this uniquely interesting role.

Closing date: midnight (UTC time) **Monday 24 November 2014**  
Applications must be sent by e-mail to Mark Staz on [mstaz@fsm.org](mailto:mstaz@fsm.org)

### **Application process**

For applications to be considered, candidates must submit:

- The application form (separate document) detailing how they meet each of the key skills for the post. It would be helpful for candidates to provide details of the size, number of staff and nature of departments which they have previously managed within the application form. We would advise candidates to read the guidance to completing the application form before starting to complete the form.
- A letter of motivation (no more than 2 pages) and
- A curriculum vitae (no more than 2 pages).

Please note:

- Applications will be rejected if incomplete or submitted after the deadline.
- Supporting documents (for example, certified copies of degrees/diplomas, references, proof of experience etc.) must not be sent at this point but at a later stage, if requested.
- All communications to candidates concerning this vacancy will be in English.

**Interview dates**

First stage interviews: **8 and 9 December 2014.**

Second and final stage interviews: **19 December 2014.**

Interviews are likely to take place over Skype

**Further information**

For an informal conversation about the role, please email either:

- Tanja Schubert, Head of European & International Affairs, General Medical Council (UK) on [tschubert@gmc-uk.org](mailto:tschubert@gmc-uk.org); or
- Mark Staz, Director, Continuing Professional Development, Federation of State Medical Boards (US) on [mstaz@fsmb.org](mailto:mstaz@fsmb.org)

**International Association of Medical Regulatory Authorities (IAMRA)  
Job Description**

<b>Position:</b>	Executive Director
<b>Reports to:</b>	The IAMRA Management Committee and General Assembly
<b>Salary:</b>	Approximately \$40,000 (equivalent to UK £25,000 or €32,000) per year, dependent on experience and qualifications
<b>Conditions of Employment:</b>	The initial contract will be offered on a part time basis and for a period of three years. The term of office may be extended after an evaluation of the Executive Director's performance. The exact contractual arrangements will be a matter for negotiation.
<b>Start date:</b>	As soon as possible. Preference will be given to candidates able to attend the next IAMRA Management Committee's Strategic Planning meeting which will be held at Leeds Castle (UK) on 23-24 March 2015.
<b>Location:</b>	The post will be open to residents from all countries. Occasional travel internationally, including to the offices of the Federation of State Medical Boards in the United States, will be required.

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**Background on IAMRA**

IAMRA is a membership association bringing together medical regulatory authorities and others with a nexus to medical regulation. IAMRA's purpose is to encourage best practice among medical regulatory authorities worldwide in the achievement of their mandate - to protect, promote and maintain the health and safety of the public by ensuring proper standards for the profession of medicine.

IAMRA ambitions are to:

- Be more responsive to the needs and future direction of medical regulatory authorities worldwide
- Promote medical regulation as a means of protecting patients throughout the world
- Engage with and between members at different stages of regulatory development
- Provide opportunities to promote members' work and share best practice.

For more information about IAMRA see: <http://www.iamra.com/about.asp>

## **General responsibilities**

Working with the Chair of IAMRA, the Chair-elect and the IAMRA Management Committee, the Executive Director will be responsible for delivering the work programmes and operations of IAMRA and leading the day-to-day operations of the IAMRA Secretariat. This includes providing executive leadership for the Association in furtherance of IAMRA's purpose and strategic priorities and ensuring that IAMRA becomes more proactive in dealing with the needs of its members. The Executive Director will be responsible for managing relationships with member organizations and seeking out opportunities for engagement and collaboration with both member and non-member organizations to further organizational goals and contribute to improvements in medical regulation worldwide.

## **Essential job responsibilities**

The Executive Director will:

- a) Lead the implementation of IAMRA's work programme (2013-2016) in realization of its purpose and strategic priorities. This will include working closely with and advising the Chair, Chair-elect, IAMRA Management Committee and Chairs of IAMRA Committees/Working Groups to ensure Committees/Working Groups' annual work programmes are aligned and coordinated with the overarching IAMRA work programme (2013-2016). The post holder will serve as ex-officio on all IAMRA committees.
- b) Be responsible for the preparation and execution of IAMRA's work programme and report on these to the Management Committee and the IAMRA General Assembly. As part of this, the post holder will oversee the organization of the biennial members General Assembly and bimonthly Management Committee meetings.
- c) Manage the financial affairs of IAMRA, including the development of budget proposals for approval by the Management Committee and the General Assembly; ensuring the Secretariat complies with the requirements of the annual financial auditing process; and developing and implementing strategies to secure grants and other outside funding for IAMRA projects.
- d) Alongside the Chair, Chair-elect and the IAMRA Management Committee, establish and manage sustainable relationships with a diverse range of members and external stakeholders. This will include:
  - Identifying the needs of member organizations and leading work to better define the value that IAMRA membership adds;
  - Leading the recruitment of new IAMRA members, especially in world regions where IAMRA is underrepresented;
  - Ensuring existing members are retained;
  - Reviewing IAMRA membership categories and associated fees alongside the workings of the General Assembly, in close consultation with IAMRA members,

with the aim to bring proposals for reform to the members General Assembly in September 2016;

- Building relationships with the World Health Organization and international professional organizations, such as the World Medical Association and the World Health Professions Alliance.
- e) Lead the IAMRA Secretariat - the Operations Officer and a Policy Officer (to be recruited) - and the day to day operations of the Association. This will include the development of an IAMRA Secretariat with the right range and level of skills to deliver the IAMRA work programme in a timely and cost effective manner.
- f) Act as a strong ambassador for IAMRA at external meetings, and represent IAMRA with member and non-member organizations, including the media, as approved by the Chair of IAMRA.

## **Key skills required**

### **Key skill 1: Essential Technical knowledge and skills**

**The following five skills (a, b, c, d, & e) are considered essential for this position. The remainder of your application will not be considered if you are unable to demonstrate these within Key Skill 1.**

- a) A recent and successful track record in a senior management position within an international regulatory, non-profit, charitable, political or similar environment is highly desirable.
- b) A proven ability to think strategically, make sound judgments and generate solutions that ensure prompt delivery and high quality outcomes.
- c) Experience of leading small teams effectively with limited resources.
- d) Experience of managing business processes, including: work programmes, budgets, organizational policies and procedures, preparing oral and written reports, working effectively with committees and external organizations.
- e) Fluency in English is essential and command of additional languages would be an advantage.

### **Key Skill 2 – Other Technical knowledge and skills**

- f) A degree in a discipline related to the work of the organization (e.g., health/business administration, non-profit management) would be highly desirable.
- g) Experience in fundraising, including the development of grant proposals/grant management would be highly desirable.

- a) An understanding of health policy and health professional regulation would be an advantage.

### **Key skill 3 – Interpersonal skills**

The post holder must have outstanding interpersonal skills enabling them to:

- b) Advise, manage, and deal confidently and competently with IAMRA members, the Management Committee, the Chair, and Chair-elect, as well as senior external stakeholders on prospective member organizations and key interest groups.
- c) Represent IAMRA at high profile external events and meetings, exercising careful judgment in making decisions on behalf of the organisation.
- d) Establish credibility quickly, and gain the confidence of the Chair, Chair-elect and staff with the Secretariat so as to drive the work programme and co-ordinate a range of processes and projects.
- e) Develop and maintain a profile within IAMRA members and the Management Committee, developing and building the necessary relationships to ensure effective and efficient working and project delivery.

### **Key skill 4 – Organizational skills**

- f) A strategic focus, to ensure that all activities are aligned with the strategic aims of IAMRA.
- g) The proven ability to prioritise projects and activities, and deploy resources in a way that ensures the strategic aims of IAMRA are achieved.
- h) The proven ability to manage and deliver work programmes to high quality and within budget.
- i) The proven ability to prioritise projects and activities, and deploy resources in a way that ensures the strategic aims of the organisation are achieved.
- j) Experience of managing business processes – business plans and budgets.
- k) Willingness to travel when required and to work flexibly to suit the needs of the work.

### **Key skill 5 – Written, presentation and communication skills**

The post holder will be expected to prepare a range of briefings, reports and papers for the Chair, Chair-elect, the Management Committee and Members and therefore must be able to:

- l) Produce high quality briefing material, papers and presentations in English, with cogent and clear arguments.
- m) Tailor all written and verbal communications to a wide range of audiences with a variety of international cultures.
- n) Have a proven ability of public speaking clearly articulating the message.

### **Key skill 6 – Staff management skills**

- o) Considerable experience of managing staff, including remote management of staff, objective setting, performance management, and mentoring.
- p) The ability to motivate and develop individuals within a changing environment.
- q) The ability to provide constructive feedback and development opportunities to team members, to ensure a good team ethos and morale.
- r) An approach which ensures flexibility within the Secretariat whilst at the same time understanding the needs of staff.

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Candidate No.  
(IAMRA use only) \_\_\_\_\_



## Application for Employment

The application contains thirteen sections. Our shortlisting process is anonymous so the information you provide in sections 1 to 4 and 12 will not be given to the initial reviewers. The information you provide in sections 5 to 11 will be used for shortlisting.

Please take some time to read the guidance notes, the job description and key skills document and consider whether you have the relevant skills and abilities for the role.

**We would encourage you to fill in your form and email it to Mark Staz on [mstaz@fsmb.org](mailto:mstaz@fsmb.org) no later than midnight (UTC time) Monday 24 November 2014.**

### Apply for a role

Please indicate which role you are applying for.

Job Title	
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### Your right to work in the United States

**Please indicate below if you have the right to work in the US. You do not need to have the right to work in the US to be eligible for the post. However, it would be helpful for us to know in advance so that we can make the necessary contractual arrangements should you be offered the position.**

**Please confirm that:**

You have the right to work in the US and currently have the necessary work permits.

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If you currently hold a work permit, please provide details and expiry date:

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## 1. Personal details

First names			
Surname		Title (Mr/Ms/Mrs/Miss etc)	
Address		Home 📞 Please include the country code	
		Daytime 📞 Please include the country code	
		Mobile 📞 Please include the country code	
Zip/Post code		Date of Birth	
Email address			

All correspondence about your application will be sent to your email address if you provide details.

## 2. Adjustments for candidates with a disability

IAMRA values diversity and is actively seeking to employ people with disabilities. We are fully committed to making the recruitment process accessible at all stages. This may include application forms in an alternative format or adjustments to the recruitment process, such as arrangements for shortlisting, assessment and interview.

A named member of the recruitment team can be appointed to ensure that any requirements you have are met.

Would you describe yourself as having a disability?

	Yes		No
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If yes, are there any adjustments we could make to the recruitment process?

	Yes		No
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Please provide details of any adjustments:

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### 3. References

It is our recruitment policy that we obtain at least two references for you. Please provide referee details of all your employers during the last three years.

- If you have only had one employer in the last three years, please provide the details of another employer.
- If you have no previous employment referees, you should provide details of tutors if you were in education or people we can approach for character references. In the 'date worked from' and 'date worked to' field please select the dates you have known that referee.
- If you have had more than three employers in the last three years we will collect further references at a later stage.

Please refer to the guidance notes for further details. Any offer of employment is conditional on the receipt of satisfactory references. Employment cannot usually commence without confirmed references.

Reference Type (Employment/Education/ Character)			
Referee Name			
Referees Position			
Company name and address			
Referee telephone number		Referee mobile number	
Email			
Dates worked from		To	

Reference Type (Employment/Education/ Character)			
Referee Name			
Referees Position			

Company name and address			
Referee telephone number		Referee mobile number	
Email			
Dates worked from		To	

Reference Type (Employment/Education/ Character)			
Referee Name			
Referees Position			
Company name and address			
Referee telephone number		Referee mobile number	
Email			
Dates worked from		To	

Reference Type (Employment/Education/ Character)			
Referee Name			
Referees Position			
Company name and address			
Referee telephone number		Referee mobile number	
Email			

Dates worked from		To	
Reference Type (Employment/Education/ Character)			
Referee Name			
Referees Position			
Company name and address			
Referee telephone number		Referee mobile number	
Email			
Dates worked from		To	

## 4. Equal opportunities monitoring

### Affirmative Action Information

The International Association of Medical Regulatory Authorities is committed to the principle of equal opportunity in employment and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability. We aim to ensure that all employees are recruited, trained and promoted according to their ability to fulfil the requirements of the post.

We are committed to best practice recommendations that employers should regularly monitor the effects of selection decisions to assess whether equality of opportunity is being achieved. For this purpose, we ask you to choose one option from each of the sections listed below and then tick or place an X in the appropriate box.

The following information is sought only to assist the International Association of Medical Regulatory Authorities in analyzing and monitoring its recruitment process in compliance with federal, state and local employment laws. This information will be kept separate from your application, and will not be used for employment decisions. **You are not legally required to answer the questions below. However, if you choose to decline to respond to the question(s) you must place an X in the “I decline to provide this information” box for each item.**

### Your ethnic background

Please indicate your ethnic background (e.g., Asian/Black/White)

I decline to provide this information

### Your gender

	Female		Male		I decline to provide this information
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## **Your disability**

The Americans with Disabilities Act of 1990 protects people with disabilities. Under the Act, a person can show that he or she has a disability in one of three ways:

- A person may be disabled if he or she has a physical or mental condition that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning).
- A person may be disabled if he or she has a history of a disability (such as cancer that is in remission).
- A person may be disabled if he or she is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he does not have such an impairment).<sup>1</sup>

Do you consider yourself to have a disability according to the terms given in the Americans with Disabilities Act of 1990?

	Yes		No
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## **Advertising**

Where did you hear about this vacancy? e.g. name of recruitment agency, newspaper or website

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<sup>1</sup> U.S. Equal Employment Opportunity Commission: [www.eeoc.gov/laws/types/disability.cfm](http://www.eeoc.gov/laws/types/disability.cfm).



## 5. Employment details

Please provide details of all your current and previous jobs starting with the most recent. You should give brief details of the organisation, your position, your responsibilities and your reason for leaving. You only need to provide details of your current salary for your current or most recent job.

If you do not have any previous employers, please state 'No previous jobs' in the 'Employer' field.

Employer:			
Dates employed from:		Dates employed to:	
Current position (Yes/No)			
Salary:			
Position:			
Reason for leaving:			
Main responsibilities:			

Employer:			
Dates employed from:		Dates employed to:	
Current position (Yes/No)			
Salary:			
Position:			
Reason for leaving:			
Main responsibilities:			

Employer:			
Dates employed from:		Dates employed to:	

Current position (Yes/No)			
Salary:			
Position:			
Reason for leaving:			
Main responsibilities:			

Employer:			
Dates employed from:		Dates employed to:	
Current position (Yes/No)			
Salary:			
Position:			
Reason for leaving:			
Main responsibilities:			

Employer:			
Dates employed from:		Dates employed to:	
Current position (Yes/No)			
Salary:			
Position:			
Reason for leaving:			
Main responsibilities:			

## 6. Education

Please provide full details of any educational, work-related or vocational qualifications that you have obtained or are currently pursuing together with your grades or predicted grades.

Name of school, university or college:	
Details of qualifications, grades and relevant dates:	
Date attended from:	
Date attended to:	

Name of school, university or college:	
Details of qualifications, grades and relevant dates:	
Date attended from:	
Date attended to:	

Name of school, university or college:	
Details of qualifications, grades and relevant dates:	
Date attended from:	
Date attended to:	

Name of school, university or college:	
Details of qualifications, grades and relevant dates:	

Date attended from:	
Date attended to:	

## 7. Training

Please provide details of any work related courses you have attended.

Date from	Date to	Training organisation	Course title and subjects covered

## 8. Membership of professional organisations

Please provide full details of your membership to any professional organisations (such as the Association of Chartered Certified Accountants).

Date joined	Organisation	Membership status

## 9. Other relevant work

Please provide full details of any other relevant work you may have undertaken, for example voluntary, unpaid or community work that you feel is relevant to your application.

Date from	Date to	Organisation	Nature of activity

## 10. Reason for application

Please state why you have decided to apply for the role and what attracts you to work for IAMRA in approximately 500 words (no more than 3600 characters). **Please indicate here if you are able to attend the IAMRA Management Committee's Strategic Planning meeting at Leeds Castle (UK) on 23-24 March 2015 should you be offered the position.**



## 11. Demonstrate skills

Please demonstrate how you meet each key skill by providing concise and specific examples of your work, personal experience, education and training. You should respond to each key skill in approximately 500 words (no more than 3600 characters) and ensure that you cover each point listed under the key skill headings.

The guidance notes will assist you in completing this section.

### Key skill 1

**Key skill 2**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their response to the key skill activity.

**Key skill 3**

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their response to the key skill activity.

## Key skill 4



## Key skill 5

## Key skill 6

## 12. Declaration and data protection

**Before submitting your application it is important that you read the two statements below and confirm your acceptance by ticking or placing an X in the check box below. If you do not tick the check box, we will be unable to progress your application.**

I declare that the information contained in this application form is complete and correct. I understand that for withholding relevant details or giving false information my application will be rejected, or if I have been appointed that I am liable to be dismissed.

IAMRA will hold the information you have provided for a limited period for recruitment purposes. It will be held in secure conditions with access restrictions. Data will be used for employment monitoring purposes, however all personal data will be anonymised. If you are unsuccessful, your application will be destroyed after 12 months. If you are successful, your application form will be used as part of your employment record.

IAMRA may use the information provided in my application form for monitoring purposes.

<input data-bbox="92 1010 167 1079" type="checkbox"/>	I agree with the above statements
Signed	

Thank you for taking the time to complete this application. Please check it carefully before sending it to IAMRA. Please email it to Mark Staz on [mstaz@fsmb.org](mailto:mstaz@fsmb.org).

## Additional sheet

Use this sheet to provide additional employment or education details, if necessary.





# International Association of Medical Regulatory Authorities

## Making the most of your application for a job at IAMRA

### Guidance notes

Your application is important. Our decision about whether to call you in for an interview is based solely on the information in your application. Please read these guidance notes carefully. They are intended to help you make the most of your application for a job at IAMRA.

### An overview of our application process

We ask you complete your application and send it to Mark Staz on [mstaz@fsmb.org](mailto:mstaz@fsmb.org) by 24 November 2014.

Please note that your written application is anonymous. The initial reviewers will only see the information from sections 5 - 11 about your education, qualifications, previous employment, why you are applying for the post, and how you meet the key skill requirements. They won't be given your name and other personal details, nor any of the information from the equal opportunities monitoring section, nor details of any criminal convictions.

Once you have submitted your application, you'll be sent an acknowledgment email. If you are shortlisted for an interview we'll be in touch by phone or email. If you didn't get an interview this time we will email you to let you know.

### References

We need:

- at least two references, and
- a reference from every employer you've worked for in the last three years. If you've had more than three employers in the past three years, use the most recent referees. We'll ask for details of any others needed if you are offered the post.

Please note that employer references must come directly from that company or organisation, perhaps the HR department if your manager no longer works there.

If you haven't worked before, or have been self-employed, please provide details of tutors, business contacts, or character references who can cover the past three years.

**We won't take up references until we have offered you the post.** But your employment (or continued employment) is subject to satisfactory references.

## **Employment details and education**

Complete the employment and education sections as fully as you can, starting with the most recent jobs and qualifications. **You can add further employment or education details if you wish.**

If this would be your first job, please put 'No previous job' in the employer field.

## **Reason for application**

This is a very important part of your application which will help us assess your motivation for applying for the role and your reasons for wanting to work at IAMRA. Please limit this section to 500 words (no more than 3,600 characters).

Please don't include your name or personal details here. This section will be seen by the initial reviewers and your application is anonymous in the initial stages.

## Demonstrate skills

We use this section to assess whether you have the relevant skills, experience and abilities for the role. The job details document sets out the key skills headings, with an indication of what we're looking for under each key skill heading.

You should complete one box for each key skill heading, covering all the points listed underneath it.

Give concise and specific examples to show how you meet each key skill. You can include relevant skills, knowledge and experience from paid work, study, community or voluntary work, or other experience. But if you have been working, the emphasis should be on your recent employment.

Avoid generic statements such as 'I am good at working as part of a team'. We need specific evidence to show how you demonstrate this.

You have about 500 words (3,600 characters) for your response to each key skill heading.

## Declaration and data protection

The final section of our application process asks you to confirm that the information you have given is truthful and accurate, and that you have not withheld relevant information. If we become aware of any inaccurate information, your application or any offer made may be withdrawn. If you have already started work with us you might be dismissed.

We take our data protection responsibilities very seriously. The information you provide will be held securely and access restricted to those dealing with your application. Your personal data and the data used for equality and diversity monitoring will be anonymised.

If you are successful your application will become part of your personal HR record.

## Any questions?

If you have any questions, please contact Mark Staz on [mstaz@fsmb.org](mailto:mstaz@fsmb.org).

## Top tips and reminders

- Your 500 word response in each key skill box should address the main key skill heading including all the points listed under it. You should not use one box for each individual point.
- Give clear, specific examples of how you meet our key skills requirements, setting out your contribution.
- Complete your application in good time.
- We do not accept late applications.