



— **Secretary General**

European Centre for Ecotoxicology and
Toxicology of Chemicals (ECETOC)

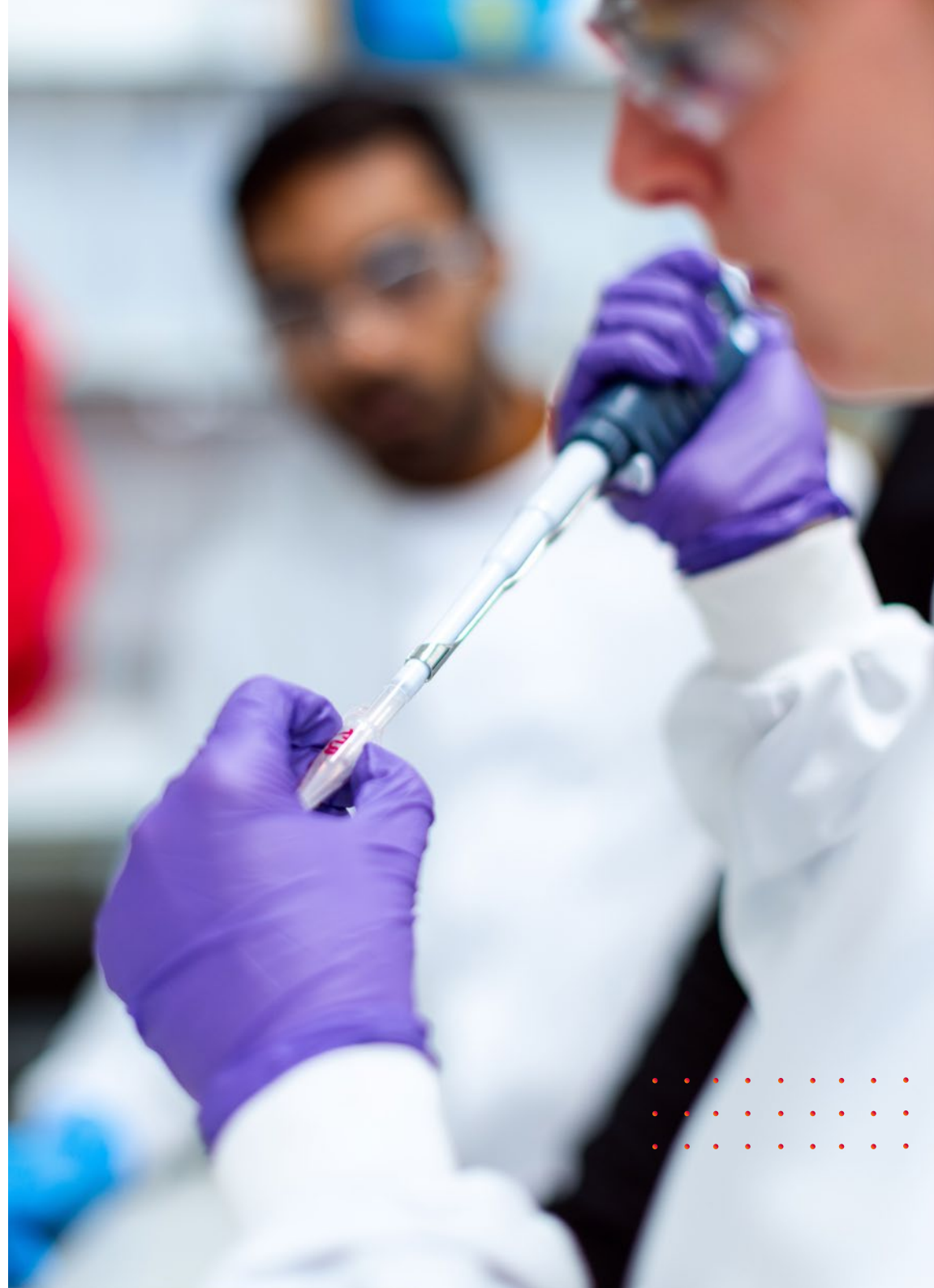


ecetoc



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ECETOC provides a collaborative space for top scientists from industry, academia and governments to develop and promote practical, trusted and sustainable solutions to scientific challenges which are valuable to industry, as well as to the regulatory community and society in general. More specifically ECETOC:

SHAPES scientific knowledge by working with leading scientists from academia, governments and industry to answer crucial scientific questions about chemical safety and so develop practical applications to solve scientific challenges.

EXPANDS scientific knowledge by working with Cefic's Long-range Research Initiative (LRI) to develop targeted scientific research that tackles both today's and tomorrow's chemistry challenges.

COMMUNICATES scientific knowledge by providing scientific thought-leadership, creating a practical knowledge base that is shared freely on their website, alongside chemical safety assessment tools.

Role Title:

- Secretary General (SG)

Reporting to:

- ECETOC Board of Directors and Chairperson

Remuneration:

- Commensurate with the importance of this position

Location:

- Brussels, Belgium

Website:

- www.ecetoc.org

Annual Report:

- <https://www.ecetoc.org/publication/ecetoc-2020-annual-report/>

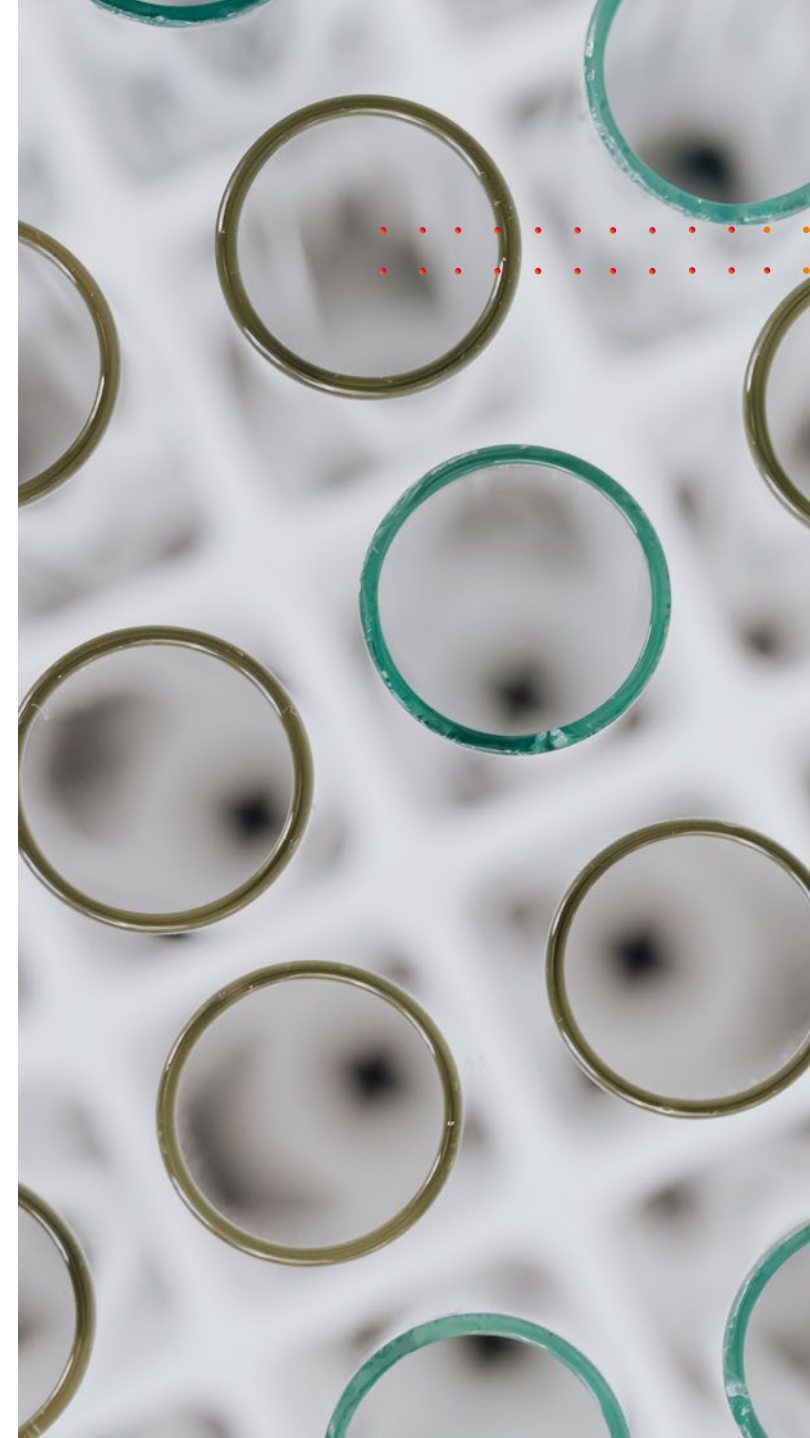
The Secretary General is the engine and champion of the organization. The Secretary General leads the ECETOC Secretariat who supports the Board of Directors and the Scientific Committee.

The Secretary General's main activities are critical to:

- Drive ECETOC's mission which is to work with leading scientists from academia, governments and industry to develop and promote trusted and practical scientific solutions which ensure a safe, sustainable and healthy world.
- Advance ECETOC's plan and initiatives aimed at positioning ECETOC as a unique cross-industry platform reference for collaborative science.
- Enhance ECETOC's brand and engage with a wide array of stakeholders within the scientific community including regulatory bodies, industry, academia and NGOs.
- Manage the association in accordance with ECETOC's Statutes.

The Secretary General:

- Manages the day-to-day running of ECETOC in close cooperation with the Secretariat, ensuring its smooth administration and compliance with all legal requirements under Belgian Law.
- Provides guidance to the team, oversees preparation of meeting material and contributes as and when necessary.
- Acts as the privileged contact of the Board of Directors and the Scientific Committee.
- Liaises with member companies on current affairs and remains vigilant about membership retention through regular and good contact with members.
- Develops yearly workplan including strategic priorities and communication activities together with the External Relations Manager.



The SG should positively influence and deliver against the following key aspects:

Relationships:

The SG networks with other industry representatives, relevant trade associations, academic experts, regulatory scientists, media contacts and NGOs both inside and outside Europe.

Through the SG, ECETOC engages on science in:

- ECHA meetings as Accredited Stakeholder Organisation including RAC, SEAC & MSC;
- Plenary meetings and ad-hoc sub-groups of the Competent Authorities for REACH and CLP (CARACAL); and
- Meetings of the UNEP POP Stockholm Convention as Observer.

Science:

The SG promotes the science reputation of ECETOC by:

- enabling the Scientific Committee to develop the Science Programme (with input from staff and technical experts);
- ensuring credible execution of all activities covered by the Science Programme;

- communicating ECETOC priorities and deliverables personally and via Secretariat staff and technical experts;
- building relationships across the membership and relevant stakeholders.

Strategic Growth:

The SG continually identifies opportunities to enhance ECETOC's strengths, both in terms of membership growth and ensuring sound science against strategic priorities.

Value to membership:

The SG ensures delivery of recognized value to the membership of ECETOC with the ultimate objective of sustaining existing membership, and adding new members. The SG ensures transparent communication of ECETOC's programmes, choices and achievements to membership.

People leadership:

The SG ensures a climate of trust, openness and the highest achievable professionalism in the functioning of the organization; he/she creates an environment in which ECETOC staff and contracted personnel can develop in full harmony, while also attracting industry scientists to deliver in technical committees. The SG manages a permanent staff of four, and co-ordinates contractors and industry/academic scientists supporting ECETOC.

Funding:

The SG ensures funding by third parties for scientific work (primarily Cefic's Long-range Research Initiative – see <http://cefic-lri.org>).

The SG should demonstrate ability to deliver the following:

- Leadership presence as a credible spokesperson with external and industry stakeholders;
- Competent and strategic management;
- Highly effective communication and influencing skills.

Recruitment Process



Dober Partners has been retained to draw up a shortlist of prospective candidates against the criteria set out in this document, and using their discretion and expertise to recruit a new Secretary General, together with the Board of ECETOC.

If you wish to apply for this position, please send your CV and motivation letter to the Dober Partners – ECETOC search team below.

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