

JOB DESCRIPTION

POSITION: PROGRAMME ASSISTANT

DEPARTMENT: PROGRAMME, SCIENTIFIC AFFAIRS DIVISION

DIRECT SUPERVISOR: HEAD OF SCIENTIFIC PROGRAMMES – KATE KRONIG

DIRECT SUBORDINATES: NONE

NAME OF STAFF HOLDING THE POSITION: NEW

DATE OF ENTRY: JANUARY 2019

MISSION OF THE POSITION:

To assist the Scientific Programmes Department in the preparation of the educational and scientific programmes of the annual ESMO Congress and other ESMO events lying within the responsibility of the team. For each event, this involves the management of Scientific Committees and Invited Speakers, the supervision of abstract submission, online programme information and speaker presentation management, the coordination of event-related publications (scientific and non-scientific) and other tasks associated with programme management.

MAIN DUTIES AND RESPONSIBILITIES:

Assist the Scientific Programmes Department in the general development of the educational and scientific programme of the main European annual Congress (28,000 persons) and other smaller events (between 200 and 3,500 persons), including:

Assist with Scientific Committee and Invited Speaker management:

- Arranging & booking phone conferences and meetings for programme definition
- Management of the scientific committee members including invitations, follow up, reports.
- Management of the invited speakers, including logistics and administrative aspects such as invitations, follow up, accommodation, presentation preparation and release forms, webcasts, expenses claims, general queries
- Collaboration with external agencies for speaker travel and accommodation needs

Assist with abstract management of the annual Congress and other events, including:

- Support during abstract submission (email and telephone prior to and following the submission deadline)
- Sending of outcome notifications and other abstract-related communications to presenters
- System preparation for the abstract book export: abstract related phone conferences, renumbering, database preparation
- Abstract book proof-reading and checking
- Preparation of presenter information for oral presenters, poster discussion presenters and poster presenters

Assist with the preparation of online support tools (involving coordination with the web department) such as:

- Formstack forms used for the Scientific Committee and invited speaker replies and accommodation details
- Specific mailings for speaker invitations, travel and accommodation, general communications
- Webcast smartsheet files

Assist with the coordination of the programme-related web pages for all events:

- Constant updates of event programmes, either via the online system or pdf upload
- Preparation and updates on the abstract page, programme page, officers page.

Assist with the implementation, testing and problem solving of the online third-party systems (abstract submission, programme platform, cslide), including:

- Setting up tests before the systems are launched
- Support to users in case of problems

Assist with non-abstract-related printed matters, including:

- Preparation of the content through google Drive
- Preparation of content using graphic design software
- Proof-reading and checking

Assist with payments/invoicing and the update of the budget for:

- Speaker/Scientific committee reimbursements and accommodation
- Phone conferences
- Printed matters
- Departmental staff travel

Assist with onsite coordination of:

- Speakers and speaker preview centre
- Speaker presentation upload onsite with system supplier
- Ad-hoc tasks

Assist with Declaration of Interest coordination:

- Collection of the Declaration of Interest (DOI) disclosure forms from all scientific committee members, invited speakers and oral presenters
- Assistance with management of DOI for all events

Assist with ESMO MORA applications:

- Coordination with the Educational department for ESMO MORA continuing medical education accreditation

General support the Scientific Programmes Department

- Monitoring of the main departmental email address
- Taking the minutes of / action plans for internal meetings
- Preparation of ad-hoc departmental PowerPoint presentations, materials for meetings
- Booking staff travel

ROLES AND SPECIAL ASSIGNMENTS

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COMMUNICATIONS / CONTACTS (NAMES AND TYPES OF INTERACTION)

<p>External liaison with: Leading oncology specialists at the highest levels of their profession as well as doctors at the start of their careers Partner societies collaborating in ESMO organised events Suppliers of online systems, scientific and non-scientific publications, speaker accommodation, transfers etc as necessary</p> <p>Internal collaboration within ESMO: Congress Operations, Meetings operations, Registration Departments for general event management and information exchange Communication and Events Sponsorship Departments for promotional and sponsorship activities Finance Department for supplier invoices and speaker/ scientific committee reimbursements Web Department for the updates of the website and preparation of Formstack, mailings and smartsheet Education Department for ESMO-MORA accreditation applications</p>

FINANCIAL RESOURCES MANAGEMENT

Budget (income):	€
Budget (expense):	€
Budget (others 1)	€
Budget (other 2)	€

EDUCATIONAL AND PROFESSIONAL EXPERIENCE

<p>Basic training and specialization:</p> <ul style="list-style-type: none"> Degree or professional experience in office management
<p>Required professional experience:</p> <ul style="list-style-type: none"> Demonstrated administrative skills (event management experience an advantage) Experience with budget management Interest in publications (preparation, copy-editing)

SKILLS

<p>Technical and professional skills:</p> <ul style="list-style-type: none"> Very good knowledge of MS office applications including Word, Excel, Power Point Good knowledge of database usage, website set up
<p>Language skills:</p> <ul style="list-style-type: none"> Advanced English - written and spoken Other languages an advantage

Personal, social and managerial skills	
Managerial skills:	Goal-oriented, Control, Organizing, Planning, Self-organization, Decision-making, Time management, Motivation
Social and interpersonal skills:	Initiative, Team-work, Meeting management, Stress management, Skilled at relating to different situations, Verbal communication, Cultural sensitivity, Commitment, Social sensitivity, Courtesy
Critical & analytical skills:	Report-writing, Problem solving, Synthesis, Analysis, Evaluation Reflection, Determination, Ability to spot problems, opportunities, threats, Defines problems effectively, Logical, rational, Good writing skills, Implements decisions, Decisive, does not procrastinate, Action-oriented
Creative & innovative thinking skills:	Foresight, Mobility, Openness, Flexibility, Adaptability, Open-mindedness
Additional useful skills:	

ADDITIONAL USEFUL SKILLS

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