



ADEE Executive Committee
The role, functions and person specific requirements of the
ADEE European Affairs Officers

The role of ADEE European Affairs officer is a new function created within the Executive Committee in response to changes to its constitution that now welcomes membership from the 50 plus countries defined as Europe by the World Health Organisation.

The EU is in what may be defined as a state of flux, thus it is important that a designated member of the executive is responsible for ensuring that ADEE is constantly informed on EU decisions, directives and strategies that will influence the future of Dental Education within the EU.

In particular, the post holder will be responsible for:

1. keeping the executive updated on all issues relating to the workings of the EU and its relevant bodies
2. drafting relevant responses to calls and consultations
3. representing (along with the President) ADEE at relevant EU sister collaborative organisation events and functions (e.g. FEDCAR/CED)
4. guiding ADEE strategy in relation to management of EU relations
5. reporting annually to the General Assembly on key political and strategic issues of important from within the EU institutions as they impact on Oral Health professionals Education
6. ensuring ADEE work remains aligned with EU priorities

The ADEE European Affairs officer is an unpaid role, however all out of pocket expenses incurred by the incumbent in discharging the role are reimbursed or in the case of travel and accommodation prepaid by ADEE.

While it is hard to quantify the time commitment involved in this new role, we estimate that it is likely to equate to two day per month.

Specifics of the work include:

- I. Preparation for the monthly Executive zoom meeting
- II. Preparation for the annual general assembly
- III. Regular and ongoing communication with the ADEE Office in Dublin
- IV. Ongoing environmental scanning of EU affairs and relevant global dental educational issues

The role involves a number of days travel and representation of ADEE. Specifically, and at a minimum he/she will attend:

- I. The ADEE Spring Executive (2 day meeting attendance, including travel in late February)
- II. The ADEE Summer Executive and General Assembly meeting (now equates to approximately a full weeks attendance)
- III. Executive approved travel to Brussels and other EU institutions



Given the standing and responsibilities of the ADEE European Affairs Officer any incumbent is expected:

- I. Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe and a wider global perspective
- II. Have a demonstrated understanding of the EU institutions and their working protocols
- III. to have the full support of their superior/governing body to apply for the role of ADEE European Affairs Officer, and to have clearly communicated the expected workload that the post entails
- IV. To be willing to travel to discharge their ADEE duties
- V. Understand the challenges and complexities of being a membership based association
- VI. Understand and have vision on how ADEE influence and respond to EU strategies and political changes

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee.

The role will be filled from those who have a proved experience on the ADEE executive committee in the first instance. In making a self-nomination the candidate must:

- I. Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- II. Submit supporting references one on their academic and research merit the second on personal character and standing
- III. Submit a vision for their period as European Affairs Officer of ADEE (no more than 500 words), highlight the key areas they wish to focus on during their two year term

Applicants are recommended to consider the points made within the person specification when formulating their application for the post.

When evaluating candidates for consideration and in making their recommendation for candidates to the ADEE Executive the nominations committee will be cognisant of:

- Gender balance
- Regional balance
- Expertise and European standing and recognition



Person Specification – European Affairs Officer of the Association for Dental Education in Europe

The nominee will have considerable experience of working with the ADEE executive and understand the complexities of the operational environment of the Association.

Key Experiences: The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE and in particular its alignment with EU strategies and Directives,
- Understand the varied and complex approaches to socio economic development within EU countries and have a holistic understanding of Dental Education in these areas
- understanding regulatory compliance and how the influence of EU directives impact national legislative frameworks
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of process
- a track record of successful co-operation and collaborative working relationships,

Key Attributes and Skills: The applicant should demonstrate:

- good negotiating skills, flexibility and open-mindedness;
- strong written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- a willingness to travel both nationally and internationally;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.