

Head of Breast Health Centre

Hong Kong Breast Cancer Foundation (HKBCF) is a dynamic and expanding charitable organisation dedicated to breast health education, early detection of breast cancer, patient support, research and advocacy for better breast cancer care in Hong Kong.

Established in 2005, HKBCF is the first non-governmental organisation in Hong Kong focused on breast cancer. Its Breast Health Centre (BHC), opened in May 2011, provides breast cancer risk assessment, breast health examinations, doctor consultation services, diagnostic procedures, mammography and ultrasound examinations, as well as subsidised screening services for women facing financial difficulties.

We are seeking an experienced and mission-driven **Head of Breast Health Centre** to provide strategic leadership and operational oversight of HKBCF's Breast Health Centres across Hong Kong. The successful candidate will lead multidisciplinary teams, ensure the delivery of high-quality breast screening and diagnostic services, strengthen clinical governance, and contribute to HKBCF's mission of promoting early detection and improving breast cancer outcomes in Hong Kong.

This is a senior leadership role for a candidate who is passionate about public health, service excellence and patient-centred care.

Head of Breast Health Centre

The Head of Breast Health Centre will be responsible for the effective operation, service development and quality assurance of HKBCF's Breast Health Centres.

Key Responsibilities

1 Operational Management

- Plan and manage the daily operations of the Breast Health Centres across Hong Kong, covering human resources, administration, finance, IT, marketing and clinical service coordination.
- Ensure services operate smoothly and efficiently, and that clinical services meet agreed professional standards with a focus on continuous improvement.
- Monitor service utilisation, operational performance and resource allocation to support informed decision-making.

2 Team Leadership and Performance Management

- Lead, supervise and develop the Breast Health Centre team to deliver professional, compassionate and patient-centred services.
- Ensure the team achieves key performance indicators and donor-funded project targets.

3 Service Quality, Clinical Governance and Patient Care

- Maintain high standards of service quality, clinical governance, patient safety and patient care.
- Ensure compliance with organisational policies, regulatory requirements and best practices.
- Monitor detection rates, patient experience and service outcomes to support quality assurance and continuous improvement.

4 Strategic Development and Committee Support

- Work closely with the CEO to facilitate communication with the Breast Health Centre Advisory Committee and the Management Committee.
- Provide updates and input on service development, operational performance, quality assurance and strategic initiatives.
- Contribute to organisational planning, budgeting, reporting, service evaluation, proposals and presentations for senior management, committees, donors and other stakeholders.

5 Partnerships and Service Expansion

- Support the CEO in developing and strengthening strategic partnerships with key stakeholders, including the Government, universities, healthcare providers, imaging service providers, hospitals, clinics and community partners.
- Support service expansion and enhancement through collaboration with external partners.

6 Community Education and Public Awareness

- Plan and support public health education, community outreach and awareness initiatives in collaboration with the Communications Team.
- Support workshops, health talks and campaigns promoting breast cancer early detection, breast health awareness and regular screening.
- Provide relevant clinical data, professional input and service information for marketing and promotional materials.

7 Accessible and Subsidised Screening Programmes

- Support the development of subsidised and accessible screening programmes for women facing financial difficulties, in line with HKBCF's charitable mission.

8 Internal Collaboration

- Collaborate with internal teams, including patient support, research, education, communications and fundraising, to strengthen integrated breast health services.

9 Other Duties

- Perform other ad hoc duties as assigned by senior management.

Requirements

1 Education and professional qualifications

- A university degree in Nursing, Healthcare Management, Public Health, Health Administration or a related discipline.
- Equivalent professional qualifications may also be considered.

2 Relevant experience

- At least 15 years of relevant experience, with a minimum of 8 years' experience in a supervisory or management role in healthcare services management.
- Experience in the NGO sector, healthcare facilities, breast health services, women's health, oncology or diagnostic imaging services is preferred.
- Experience in breast health, oncology, diagnostic imaging, cancer screening, women's health or community health services would be a strong advantage.
- Experience in managing donor-funded projects, subsidised healthcare services or community health programmes would be an advantage.

3 Healthcare operations and clinical governance

- Sound knowledge of healthcare administration, clinical operations, patient care standards, service quality management and clinical governance.
- Strong understanding of patient safety, service protocols, regulatory compliance and quality assurance.
- Proven ability to oversee centre-based healthcare operations across multiple locations.
- Ability to interpret service data, monitor performance indicators and translate findings into practical service improvements.

4 Leadership and people management

- Proven ability to manage multidisciplinary teams.
- Strong leadership, coaching and team management skills, with the ability to motivate clinical, administrative and support teams.
- Excellent people management, communication, customer service and conflict resolution skills.

5 Stakeholder engagement and partnership building

- Ability to build constructive relationships with doctors, healthcare partners, committee members, donors, patients, clients and internal stakeholders.

6 Analytical, communication and technical skills

- Strong analytical skills and ability to apply data-driven insights to service improvement.
- Fluent in written and spoken English and Chinese.
- Proficiency in Putonghua is an advantage.
- Hands-on computer literacy, including Microsoft Office, is a must.

7 Mission alignment and professional conduct

- Strong commitment to HKBCF's mission of promoting breast health awareness, early detection and support for people affected by breast cancer.
- High level of integrity and professionalism, with a strong commitment to ethical conduct, regulatory compliance and good governance.

To Apply

Interested parties, please send your full resume stating your current and expected salary and date of availability to recruit@hkbcf.org on or before **4 September 2026**.

Please note that all information collected will be used for recruitment purposes only and treated with complete confidentiality. We value your interest in the HKBCF, but we regret that only those applicants under consideration will be contacted. The personal data of unsuccessful applicants will be destroyed within six months.