

Role profile

Role title	Senior Policy Executive
Department and directorate	BMA Cymru Wales
Grade	4
Reports to (job title)	Head of Policy & Committee Services
Direct reports (job titles)	Up to four Committee Executive Officers

Job Overview— purpose of the role

*Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences***

- To provide high quality strategic and tactical support and advice to the BMA's medical committees in Wales.
- To effectively manage Committee Executive Officers to deliver a comprehensive and effective secretariat service to BMA committees in Wales, including any related subcommittees, negotiating fora, working groups and conferences as required.
- Maintain, and be able to draw on, detailed and up to date knowledge of health and social care policy in Wales.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- To provide high quality strategic and tactical support and advice to the BMA's medical committees in Wales.
- To anticipate and initiate policy activity. Developing and professionally articulating agreed policy objectives to senior decision makers in Wales in the form of policy briefings, consultation responses, evidence to external inquiries, and in letters/meetings with government officials and Ministers for instance, and under the direction of the Head of Policy & Committee Services, working closely with committees.
- Maintain, and be able to draw on, detailed and up to date knowledge of health and social care policy in Wales.
- Ensure that a high proportion and diversity of BMA members are engaged in BMA Cymru Wales policy development, finding effective ways to consult with a wide membership on a variety of policy, operational and contractual topics — working closely with BMA Wales committees and committee chairs.
- To effectively manage Committee Executive Officers to deliver a comprehensive and effective secretariat service to BMA committees in Wales, including any related subcommittees, negotiating fora, working groups and conferences as required.
- To develop and maintain a high level of knowledge and awareness of the policy issues within the remit of those committees, and provide a high level policy service to committees, individual members, working groups, and colleagues.
- To oversee the work of those Committee Executive Officers directly reporting to this role, ensuring consistent quality and professionalism in their contribution to the work of the team through effective line-management
- To undertake on-going appraisal, objective-setting and personal development planning for those Committee Executive Officers — ensuring they are provided with suitable opportunities for learning and

Duties and Responsibilities

development, coaching and mentoring in order to provide them with maximum support and encouragement to reach their full potential. Keeping the Head of Policy & Committee Services aware of performance and any relevant related issues.

- Under the overall direction of the Head of Policy & Committee Services, to undertake a lead on developing the work of those BMA Cymru Wales committees within this role's remit, ensuring that chairmen and committee members are provided with appropriate and expert advice and support.
- To oversee the effective development of committee workplans; and ensure that committees undertake regular policy updates and reviews, thereby ensuring the continued relevance of internal policy measured against external changes such as new government policy or advances in medical treatments and techniques.
- To proactively help to develop BMA Cymru Wales policy and the overall objectives of BMA Cymru Wales, maintaining a wide and high quality breadth of knowledge of both in order to ensure that committee policy and direction is compatible with the work of other BMA Cymru Wales committees as well as with wider BMA policy and activity, including in other parts of the UK.
- To maintain a high level of expert knowledge and awareness of health care policy, both in Wales and the UK, and on negotiating priorities within BMA Cymru Wales' remit.
- To provide expert policy advice and support as required to committee chairmen and negotiating teams, including through attendance at relevant negotiating and liaison fora with Welsh Government and NHS employers as required.
- To support committees in preparing for negotiations, providing policy support and advice throughout as required.
- To support and oversee the work of staff in their delivery of work relating both to policy and the effective servicing of committees, including in the delivery of committee workplan objectives.
- To positively influence decision making with both internal and external stakeholders through the provision of expert policy advice and support, developing and maintaining sound working relationships and guiding Committee Executive Officers to ensure that sound and responsive committee processes are in place.
- To acquire and retain a high level of expertise in own area of work, including the management of specific policy projects; to prepare, research and draft policy papers, responses to both routine and complex consultations and other external requests for information; and to promote the profile and contribution of committees to the wider policy making agenda of the BMA in Wales, as well as supporting the drafting of internal strategic plans and other such documents.
- To deal with complex queries from individual members, committee members, colleagues and external stakeholders. This may include providing presentations to committees, producing briefing notes, reports, ongoing advice and guidance notes.
- To work closely with counterparts and colleagues in other national offices — ensuring the provision of BMA Cymru Wales input on relevant policy issues and effective communication of advice on behalf of BMA Cymru Wales.
- To effectively communicate agreed BMA Cymru Wales policy across the Association, as well as to key stakeholders and members of the profession in Wales.
- To lead on conducting surveys of members across Wales on behalf of the committees reporting to this role, or for strategic organisational purposes as agreed with the Head of Policy & Committee Services. This will involve undertaking and/or overseeing the planning, drafting and implementation of surveys as well as the evaluation, interpretation and presentation of their results, including, where required, the production of analysis reports.
- To identify opportunities for, and co-ordinate the provision of, detailed policy input and guidance in order to secure positive influence over new or proposed changes to legislation in the agreed interests of the organisation and its members, while working closely with existing BMA Cymru Wales structures (including members and colleagues in policy, public affairs and member relations). This will include articulating agreed policy objectives and translating that into legislatively workable formats and proposals.
- Under the overall direction of the Head of Policy & Committee Services, act as the key staff member with responsibility for the co-ordination of the Doctors' and Dentists' Review Body (DDRB) submissions from Wales on behalf of the relevant committees under the responsibility of this role. Work closely with fellow Senior Policy Executive to project manage and prepare Wales-specific contributions to the evidence submitted to the DDRB as required, as well as providing support and advice for members and committees on such matters.
- To represent BMA Cymru Wales at appropriate internal and external meetings, upholding the reputation of the BMA and advancing the interests of the medical profession. Acting as an ambassador for the BMA.

Duties and Responsibilities

- To deputise for the Head of Policy & Committee Services, or other senior managers, as appropriate.

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- In-depth, relevant, and up to date, knowledge and understanding of health policy issues, medico-politics and the aims and objectives of the BMA in Wales.
- Sound understanding of the structures, processes, dynamics and challenges of health care in Wales, recognising the integrated nature of Health Boards in Wales.
- Experience of, and ability to, develop and manage staff.
- Ability to use coaching and mentoring skills to develop colleagues in their work.
- Ability to set and manage budgets.
- Ability to engage, canvass and interpret opinions — facilitating discussion and finding consensus on issues from a diverse membership.
- Ability to effectively promote committee and/or BMA Cymru Wales policy, and to provide expert advice on pertinent issues.
- Clear understanding of the contextually relevant dimensions arising from the political devolution of health services and associated legislative powers to the National Assembly for Wales — keeping abreast of on-going UK policy divergence.
- Sound understanding of the law making process in Wales, including the ability to monitor proceedings/Bills, and a clear knowledge of how to influence legislative proposals.
- Excellent written and verbal communication skills, including tact and diplomacy. Able to effectively and appropriately communicate with colleagues, committee members, BMA members in Wales and a variety of external stakeholders.
- The ability to operate across multiple, complex and fast-moving policy areas, as well as to demonstrate personal resilience in managing competing interests and priorities. Also able to find consensus across differing viewpoints.
- Effective presentation skills, including delivering training where required for members and/or internal departments/colleagues by knowledge sharing.
- Accuracy and eye for detail in own work, and in checking the work of others.
- Ability to analyse data and interpret survey results.
- Sound project management skills.
- Ability to influence and negotiate with others effectively, and represent various committee positions to a broad audience — such as the BMA membership, the wider profession, politicians, NHS Wales management, Welsh Government civil servants, internal and external stakeholders.
- Experience of working with committee structures within a membership organisation and supporting policy development.
- Ability to analyse complex and diverse health policy, contractual and economic information in order to form a strategic and long term view or negotiating position/strategy.
- Ability to manage complex relationships and tailor communications to ensure the effective participation of members in the delivery of strategic objectives.
- Ability to deputise for the Head of Policy & Committee Services or other senior managers, as appropriate.
- Ability to identify priorities and areas for action, plan and manage own workload, and that of others, to ensure that both short term and long term objectives are met.
- Team working skills — including active knowledge sharing and an ability to identify areas for cross departmental working.
- Problem solving skills — able to identify potential problems and work with others to mitigate and proactively resolve them.

Skill (level and breadth of application)

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Decision making — able to decide on appropriate courses of action in consultation with relevant colleagues and committee members, assessing and identifying contentious issues and putting forward solutions to the Head of Policy & Committee Services or other senior managers, as appropriate.
- Knowledge of people management practices in the BMA.
- Whilst reporting to the Head of Policy and Committee Services, able to advise on courses of action to be taken by internal and external colleagues e.g. Committee Executive Officers, Member Relations Team, Public Affairs. Reconciling diverse opinions, competing and contradictory objectives to reach consensus on policy and negotiation strategy e.g. between BoPs.
- Requires effective short, medium and long term planning. Work is planned around the cycle of committee meetings and the annual medico-political calendar. The post holder should manage his/her own priorities in consultation with the Head of Policy & Committee Services.
- Initiating surveys and conference programmes to support committees and/or BMA Welsh Council policy.
- Works largely without supervision and on own initiative, within context set by chairmen of committees and the Head of Policy & Committee Services. Ability to respond effectively to the often unpredictable nature of the work and effectively balance competing objectives.
- Assimilate, research and analyse complex information to tight deadlines in order to summarise and communicate relevant messages to internal and external stakeholders.
- Responding to queries drawing on own knowledge and expertise.
- Taking responsibility for commissioning and production of guidance/newsletters/FAQs/briefing notes using research skills to draft and update guidance notes/newsletters/FAQs/briefing notes for members. Reviewing comments and written documentation; obtaining relevant sign off; use of BMA website to advance policy positions and engage members in policy development.
- Leading where required, on BMA Welsh Council policy areas which may involve responses to consultations or taking responsibility for ad-hoc working groups.
- Updating and maintaining databases.

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Reporting to the Head of Policy & Committee Services, the post holder is expected to provide expert advice to the chairmen and members of committees on policy and negotiating priorities, as well as on the achievement of committee workplan objectives, and on the best ways of achieving these once agreed.
- Reporting to the Head of Policy & Committee Services, the post holder acts on his/her own initiative in undertaking his/her work with appropriate freedom to act on behalf of the members represented and take forward the work of committees.

Judgement (independence and level and impact limitations)

- Largely autonomous, often makes decisions relating to policy formation, negotiating strategy, conference budgets; using skills and knowledge to identify areas of concern that may require higher level discussion whilst keeping managers and colleagues informed.
- Decisions may have impact, not only on outcomes for the committees and/or the division, but also on the standing and reputation of the Association as a whole.
- Delegation of work/tasks/actions to Committee Executive Officer(s) and support officers or other teams where appropriate.
- Using knowledge and judgement to identify areas in which to support the work of BMA Cymru Wales committees, including Welsh Council.
- Identifying appropriate areas for improvement within BMA Cymru Wales.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- Effective management of Committee Executive Officers, to include coaching, mentoring and appraising, as required, and ensuring their continuing professional development through effective personal development planning.
- Allocation of tasks/projects between Committee Executive Offices, as required, and deployment of these staff to contribute towards the delivery of collective objectives as part of the wider team and to provide the necessary services to committees and elected BMA members.
- Active involvement in the recruitment of staff as required, including specifically for those Committee Executive Officers directly reporting to this role (when vacancies arise).
- As delegated by the Head of Policy & Committee Services, undertake the management of committee budgets and forecast relevant budgetary and resource requirements for future periods and/or non-routine activities.
- Handling confidential and sensitive information.
- Act as a specialist and key contact within BMA Cymru Wales who advises colleagues on health care policy areas and seeks advice from others as appropriate.
- Responsible for maintaining high service standards to meet the demands of members, and keeping other colleagues up to date to ensure that BMA Cymru Wales is able to respond to queries appropriately.
- Undertake direct contact with external bodies and represent the BMA at external events in relation to health care policy matters in Wales.

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

Communication (level, internal and external demands and significance)

- Works and liaises with a wide range of colleagues within the Association to promote the interests and objectives of BMA Cymru Wales.
- Acts as a source of advice; provides relevant training and guidance to colleagues on issues affecting BMA Cymru Wales and its members.
- Presents information to internal and external stakeholders, including non-members, in relation to health care policy as required.
- Provides policy support and advice for committee negotiations and ad hoc meetings with Health Boards and the Welsh Government.
- Builds and maintains good working relations with relevant external bodies.
- Represents BMA Cymru Wales at external meetings where appropriate.
- Leads on, or contributes to, internal and external consultations and inquiries, including coordinating BMA Cymru Wales responses to external consultations and inquiries when required.
- Oversees the production of web content, guidance and membership publications relating to health care policy for various audiences, both internal and external.

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- Normal co-ordination or physical demands associated with an office environment, limited requirement to engage in lifting/carrying/other exertion.

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- The job is conducted in a normal office environment and is not exposed to hazardous conditions or anti-social behaviour. The role contains minimal personal risk.

Values and behaviours

The post-holder is expected to execute their role in line with our four organisational values.

The following examples illustrate how we are using our values to inform how we act:

We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off	
Manager:	Date:
Role holder:	Date: