

Role profile

Role title	National Organiser
Job level	Manager/Advisor
Directorate	Organising and Representation
Team	National Member Services
BMA Grade	3
Location	Homeworker
Decision Making level	Mid to high
Budget responsibility (Y/N)	Yes
Reports to (job title)	Head of National Member Services
Direct reports	Member Education Coordinator

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***

All colleagues are expected to align their work with the organisation's corporate strategy, ensuring their decisions, priorities and ways of working actively contribute to our long-term goals and strategic outcomes.

The postholder will lead the organising agenda across the Organising and Representation Directorate. They will be a key point of expertise and support for regional staff.

This post will manage the design, development, co-ordination, delivery and continuous improvement of the education and training programme for elected reps and staff across the O&R directorate.

A key part of the role will be the assessment, on an ongoing basis, of the effectiveness of training and development work and to adjust and refine delivery models in response to assessment and feedback from members, reps and staff across the Association.

The postholder will be expected to work closely with the Director, Heads of Region and Head of National Member Services to pro-actively identify gaps in knowledge and skills across the directorate and thereafter develop solutions to meet those training and development needs.

The postholder will manage an annual budget for the delivery of required training and development needs and ensure that the programme of work is delivered in line with the agreed budget.

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

- Working closely with the Director and Heads of region, play a key role in leading the organising agenda across the O&R Directorate.
- Working with staff and lay member reps, identify and prioritise training and development needs for members and reps.
- Develop and deliver programmes of training and development on identified issues from above and in line with requirements discussed with the Directorate leadership team, including programmes related to organising and campaigning, legal, EDI and other specialist areas.
- Develop training pathways for equalities, Health and Safety, casework, campaigning and organising
- Act as trainer/facilitator on appropriate sessions
- Build and maintain a bank of internal trainers-through the provision of Train the Trainer sessions as required - across the Directorate to enable efficient and agile delivery of a range of sessions for staff and lay member reps
- Ensure that all training delivered in-house is evaluated through agreed feedback and other metrics which evaluate both the quality of delivered sessions and the impact of the sessions on the delivery of the relevant elements of the “Organising to Win” strategy more widely following the training.
- Undertake regular review of service provision from external providers to ensure that appropriate decisions are made in relation to the provision of courses and sessions using in-house or external experts as required.
- Bring together regional staff to share best practice, organising successes and techniques, to embed the organising agenda across the work of the Directorate.
- Work with staff in other Directorates to support the development of local industrial campaigns and to improve local and regional communications.
- Undertake projects to improve internal data, systems and rep resources.
- Support BMA workplace representatives to access paid facility time to attend training events.
- Oversee the national accreditation process for reps, including welcome information, the online accreditation model and support for new reps.
- Manage the training and education budget and ensure that best value is achieved in terms of venue, catering, travel and other costs.
- Line manage direct reports, including being responsible for leave planning and authorisation to ensure adequate cover is available at all times.
- Provide clear leadership to direct reports by setting their objectives, monitoring performance, and conduct regular reviews to support and enable staff development.
- Any other duties as reasonably directed

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.

- The role holder will be recognized as an expert in the field of trade union organising, with the authority and credibility to advise and support colleagues across the Directorate.

Skill (level and breadth of application)

- The role holder will have consolidated and practical experience in employment law, industrial relations, trade union organising as well as significant experience in education or developing training and development programmes for adult learners.
- They will have broad knowledge and practical experience of other parts of the Association or will have people management responsibilities.
- This role is the key role for managing the reps training and development programme and, as such, will work with colleagues across all parts of the Directorate and other parts of the BMA.
- The role holder will advise other experts in the same area (likely at a more junior level) on a range of complex issues and challenges, this can be in a variety of similar related matters across the association or dissimilar matters within the department. For example, the role holder will act as an important point of expertise for Regional Organisers and for other regional staff on the delivery of The Directorate's organising strategy.
- The role holder may manage others with technical expertise.

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).

- The role holder will undertake a high level of interpretive thinking within the same or similar disciplines applied to problems which lie outside previous experience and precedents. The role holder will develop new internal process/procedures/content/delivery related to the rep and staff training and development programme based on advice and expertise and will bring previous experience and knowledge from other organisations to the BMA.
- The role holder will resolve problems at this level that extends beyond one field of learning or require considerable research and analysis.
- The role holder will manage a budget for staff and rep training (approx. £400,000 per annum)

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)?

- The role holder sets operational objectives and targets for others to deliver against related to the national reps training programme and the training and development programme for staff across the Directorate.
- The role holder has significant authority and autonomy within their scope of work however, refers to higher authority judgements and decisions on matters that fall outside own functional authority.

Judgement (independence and level and impact limitations)

- The role holder's advice and decisions extend to other departments and will tend to concern important issues. The advice and decisions made will have an impact across the Association
- The role holder can be required to use judgement and initiative to make changes without reference to a BMA senior manager and others will be required to change as a result of their action

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?

- The role holder has responsibility for monitoring, developing and reporting on the performance of others or for the integrity of specialist operational advice usually given at a more senior level.
- The role holder has responsibility for the annual delivery of the national rep training programme and other organising projects in line with operational and strategic objectives and will provide specialist advice related to this programme of work.
- The role holder will manage training budgets and ensure that best value is achieved in terms of venue, catering, travel and other costs
- The role holder has line management responsibility for the Training Coordinator. The role holder will also be responsible for the delivery of workstreams by external contractors.
- The role holder will provide strategic and operational advice about trade union organising that can have indirect but significant effects on the results of the Association.

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?

- The role holder will communicate across management levels & will have some communication with Directors and Senior Leaders.
- The role holder will provide explanations on complex matters, translating these into instructions for independent action through others.
- The role holder will influence and negotiate with others particularly a more senior audience. Negotiation in this context is negotiation by the role holder and not general BMA negotiations.
- The role holder will have significant amount of external communication typically with members, customers, suppliers and members of the public.

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?

- There will be normal physical demands typically associated with an office environment and there may be limited requirement to engage in lifting/carrying or other exertion using specialist equipment. There will be a requirement to use technology and systems as provided or as recommended by the BMA.
- The role holder will be required to travel in order to carry out the role, for example for the delivery of reps training, in line with BMA policy. Attendance at meetings at a variety of locations (e.g. hospitals & trusts) will be required.

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?

- There are internal health & safety policies and guidance to be followed and adhered by the role holder and their direct reports (if line management is part of the role). These policies apply both in the normal office environment and also when visiting other locations in the execution of duties.
- The job is typically conducted either in a normal office (including home office) environment or external location as required to carry out the role and is not considered to be exposed to hazardous conditions or extreme anti-social behaviour (which should be reported through the appropriate internal channels).
- There may be times where the role holder is involved with a member contact that involves challenging situations. Concerns must be raised through the appropriate internal channels to ensure support is given to the role holder as required.

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: