

Role profile

Role title	Governance Officer
Department and directorate	Council Secretariat
Job family level	BMA Grade 6
Reports to (job title and name)	Senior Governance and Committee Manager
Direct reports (job title and name)	None

Summary – purpose of the role

Describe as concisely as possible the overall purpose of the job and including 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)

- Ensure the smooth running of meetings, providing secretariat support to Council and Organisation committee, including arranging and attending meetings, collating/despaching agendas and papers.
- Developing draft minutes, agendas, reports and chair briefings for review alongside the provision of summaries and feedback to committees on meeting outcomes.
- Assist in ensuring that committee(s) works within the Association's articles, bye-laws and standing orders
- Assist the Senior Governance and Committee Manager on all governance related issues and with development and delivery of Council's and the Organisation committee's work programme.
- Support the Senior Governance and Committee Manager, and senior managers in team by undertaking research, analysis and draft written reports on issues specific to committees, as required
- Contribute to the development of guidance and other materials to support members to comply with policy, regulations, legislation etc, as required
- Provide project and administrative support in the organisation and delivery of Council elections and appointments
- Co-ordinate the running of the BMA awards and honours processes with support from fellow team members
- Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan
- Expected to provide support, 'help out' across the directorate as required, and as directed by the line manager.

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, e.g. 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, e.g. resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Strong background in committee governance
- Experience of providing secretariat support to a committee, including working with chairs to develop agendas, collating papers, drafting minutes and taking forward action points
- Ability to administer elections
- Meticulous attention to detail in writing, editing and proof-reading documents in different formats, including checking all proforma submissions and standing orders.
- Ability to gain a rapid understanding of policy issues within the remit of the committee(s)
- Ability to provide concise, written and oral briefings to senior staff, chief officers and chairs of committees
- Ability to work flexibly, picking up new areas of work and responding to areas of need
- Quick thinker – ability to respond decisively to issues on the day of committee meetings (e.g. IT failure, catering issues etc)
- Ability to deal with issues in a diplomatic and confidential manner
- Ability to manage a complex and diverse workload, demonstrating strong planning and organisational skills
- Experience of providing project support
- Understanding of the association's dual roles as trade union and professional body
- Personal resilience – occasionally comes into contact with challenging members
- Strong organisational skills with proven experience of operating with considerable autonomy as well as part of a team

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 (e.g. 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 (e.g. adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Ability to provide committee secretariat support and with the capacity to develop practical and people management skills with support from line manager
- Ability to identify relevant factors to make recommendations to senior staff or committees as appropriate
- Ability to carry out research into emerging policy areas as required.
- With support from line manager, ability to use diplomacy and work with colleagues in other directorates, to ensure that committees' views are considered in development of association-wide policy position; and that reports for committees are produced in a timely manner
- Creativity in the development of materials to support members comply with policy, legislation, regulation, standards etc within the postholder's portfolio

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 (e.g. expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (e.g. 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 (e.g. what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Accountable for the smooth-running of committee meetings
- Responsible for timeliness of the administration of the committee(s) ensuring all deadlines are met
- Sound judgement on the need to refer sensitive issues for higher level decision
- Responsible for undertaking research, analysis and drafts reports to a high standard and within requisite timescales

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, e.g. staff reporting, staff development, appraisal, leading a department or the allocation of work.

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

- Responsible for dealing with members' expenses and honoraria.
- No direct management of staff

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, e.g. 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?

- Regular contact with chair of committee(s) and frequent contact with committee members.
- Contact with colleagues at all levels of the association– e.g. chief officers, senior managers, staff in devolved nations, member relations and communications and engagement. =

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?

Physical demands & coordination (physical effort and mental strain)

- Attendance at the ARM from a Saturday to a Thursday (this will include at a location away from home during this period on an annual basis).
 - Attend awards and honours ceremony (usually held at the ARM)
 - Attend evening Council events as required.
 - Ability to maintain focus and concentration while working in an open plan office
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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?

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders and work in a pressurised environment.
 - Flexibility – able to adapt to new ways of working, move into new areas of responsibility and ‘help out’ across the directorate as required, in a constructive manner
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Values and behaviours

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

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

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date: