

Role profile

Role title	Economic and Policy Support Team Lead
Department and directorate	Public Health and Healthcare Delivery, Communications and Policy
Grade	G4
Reports to (job title)	Head of Public Health and Healthcare
Direct reports (job titles)	Economic Analyst and Senior Policy Advisor

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 two or three sentences***

Lead and manage the BMA's economic analysis and policy support team to provide economic advice, input and support across the PHH function and wider Communications and Policy Directorate.

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

- Manage the BMA's economic analysis and policy support team, namely the roles of economic analyst and Senior Policy Advisor, where the SPA may line manage for Policy Advice and Support Officer/s
- Provide economic advice, input and support across the PHH function and wider Communications and Policy Directorate
- Ensure the provision of effective secretariat support in line with the BMA's policies and procedures by the SPA and PASO to the Patient Liaison Group and the Board of Science
- Undertake economic research and analysis across a variety of policy topics (incl. data analysis, modelling, forecasting, fiscal analysis, costing policy proposals and conducting surveys) to support policy work, lobbying and media supported by an economic analyst as requested by the PHH function and wider Communications and Policy Directorate
- Provide ad hoc policy support as requested by the PHH function and wider Communications and Policy Directorate within the capacity of the team
- Provide written and oral intelligence to Chief Officers, executive team and committees
- Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan.
- 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.

- Ability to conduct analysis and research, including ability to analyse large datasets, modelling and forecasting, conducting desk-based policy research and understanding of qualitative research methods
- Good knowledge of economics and ability to apply economic theory to policy problems
- Understanding of fiscal policy and ability to cost policy proposals
- Ability to use analysis, data visualisation and survey software, e.g. SurveyMonkey, Excel, Flourish
- Knowledge of population health and healthcare delivery policy issues
- Understanding of how to involve stakeholders in the policy making process and engage with democratic decision-making structures
- Line management of a team
- Ability to communicate clearly conveying key information succinctly, both written (eg in policy reports or analysis notes) and orally (e.g. in briefing colleagues or in presentations)
- Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy
- Ability to form effective relationships with colleagues (esp. with the BMA's research network and policy staff) and work flexibly across a number of projects
- Understanding of the association's dual roles as trade union and professional body

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).

- Personal resilience – occasionally comes into contact with challenging members
- Strong understanding of analysis, research and fiscal costing methodologies
- Ability to grasp new policy concepts quickly to undertake research and analysis of policy issues / proposals, particularly in emerging areas of policy
- Ability to work effectively with PHH team heads to mentor and develop policy staff to undertake more analysis and research within their areas
- Ability to undertake research and analysis independently, as the senior expert advisor within the team and line manager and oversee the work of the economic analyst
- Ability to translate discussions with members, committees and on listservers into clear, concise analysis and research
- Ability to challenge research findings produced by others based on analysis of data, methodology and findings
- Ability to quickly get up to speed on the BMA's policies and procedures to ensure effective management of the Board of Science and Patient Liaison Group by the SPA and PASO

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

Judgement (independence and level and impact limitations)

of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Responsibility for the work of the team and the team's contribution to PHH's overall budget
- Decision maker on methodology and analysis activities
- Sound judgement on the need to refer sensitive issues for higher level decision
- Analysis and research can be used to enhance the BMA's reputation with external audiences (eg government, public opinion) and members
- Research and analysis findings and critique of other organisations' analysis and research impacts on one or more branches of practice or the profession as a whole
- Most work will be commissioned by policy and communications staff and members

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?

- Subject matter expert on economics, analysis and research issues
- Direct line management of staff
- Responsible for team's contribution to achievement of strategic goals and directorate business plan
- Responsible for the team's contribution to PHH's budget
- Role may involve collection and use of sensitive data, including primary research undertaken with members
- Able to manage expectations of members or stakeholders engaging in the work of the team

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?

- Extensive contact with colleagues at all levels of the association, to understand, challenge and agree research requirements; work with 'customers' throughout projects; present research findings; interpret and present other organisations' research findings to internal audiences
- Develop external contacts to understand others' research priorities and initiatives; explore/negotiate partnership/ alliance working; early intelligence on as yet unpublished findings; challenging data, methodologies, findings as appropriate. Represent BMA at external meetings – present findings to counterparts

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?

- Extensive VDU usage
- Ability to maintain focus and concentration while working in an open plan office
- Ability to work effectively in a matrix environment

Communication (level, internal and external demands and significance)

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
- 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
- Working outside normal office hours may be required on occasion, e.g. to attend events or complete work and meet deadlines

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: