

Role profile

Role title	Deputy head of GP committees
Department and directorate	National Negotiations and Representation
Grade	4
Reports to (job title)	Head of GP Committees
Direct reports (job titles)	Policy and Advice Support Officer, Coordination and Support Officer, or similar

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

- The GP committees staff team supports four committees, three of which have a UK-wide remit; GPC UK, Sessional GP Committee, GP Registrars Committee. The fourth committee is GPC England. The team is responsible for the delivery of four recurrent annual conferences; LMC UK, LMC England, LMC Secretaries conference, and Sessional GPs Conference.
- The deputy head will lead on supporting one or more of the above committees, and lead on the delivery of one of the conferences. The core duties and responsibilities for this role are set out below.

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

Leadership

- Jointly responsible with the Head of GP Committees for delivery of support of the committees, with day-to-day responsibility as deputy head for overseeing the strategy, governance and internal relationships within the GP committees supported
- Line management responsibility for team members
- Contribute to creating a positive work environment and motivating colleagues inside and outside of the direct team, and supporting colleagues in advising members
- Provide constructive advice and challenge to members and staff
- Responsible for representing the views and interests of the committee on all relevant issues, such as policy development, implementation, guidance, negotiations across the BMA
- Responsible for agreeing additional public or member facing communications on an ad hoc basis after liaison with the engagement and communications directorate
- Take forward policy development and the production of support materials on issues solely within the remit of supported committees

Duties and Responsibilities

Strategy development and strategic oversight

- Develop an in-depth understanding of the issues affecting general practice and use this to identify and effectively handle difficult issues with the relevant committee chair / executive team, Head of GP Committees, BMA media team and any other relevant teams
- Act as a trusted advisor to committee executives, providing strategic advice on policy development, stakeholder management and communications, as and when required
- Be accountable for the development and delivery of an annual workplan for the committees
- Contribute to the development of the GPC business plan, working with the Head of GP Committees and liaising closely with colleagues in other directorates as necessary
- Review committee listservers for emerging issues, flagging potentially serious matters to Head of GP Committees, Executive Team members and relevant staff.

Governance

- With support from the Head of GP Committees, ensure that the committee works within the Association's articles, by-laws and standing orders
- Lead on the effective and smooth running of committee meetings and conferences
- Ensure all elections are run smoothly and correctly in accordance with relevant standing orders and the BMA's guidance for elections
- Ensure the activities of committees and conferences are carried out in accordance with established budgetary procedures, and within set budgets. In addition, ensuring proper approval processes are followed for any unbudgeted costs.
- Oversight and responsibility for correct and consistent application of relevant eligibility requirements for member-related expenditures
- Develop business cases (within the directorate's framework) to commission research, or policy development within the remit of the committees supported

Stakeholder management

- Responsible, with support from the Head of GP Committees, for effectively managing relationships between committees, their executives, Local Medical Committees (where relevant) and BMA staff in the policy and engagement and communications directorates, to support effective and clear working and pre-empt potential problems
- Ability to resolve conflicts 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
- Work with teams across the BMA, particularly teams in the BMA's Communication and Policy Directorate, to foster close working relationships and ensure that committee chairs and executive teams have the necessary support at appropriate meetings and events ensuring effective reporting, clear decisions and timely follow up
- Tactful and diplomatic to enable the effective navigation of sensitive issues, which may often have an interpersonal aspect, combined with a willingness to provide challenge, when required

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.

- Experience and/or willingness to work with chairs to develop agendas, collate papers, draft minutes, take forward action points and manage relationships on behalf of a committee with a range of stakeholders who are internal or external to the BMA
- Ability to understand the issues affecting GPs and to develop effective relationships with committee chairs, executive teams, and the broader committee as well as colleagues across the BMA

Skill (level and breadth of application)

- Understanding and/or ability to assimilate, process, identify risks and act decisively on policy issues within the remit of GP Committees
- Ability to provide concise, written and oral briefings to senior staff, chief officers and chairs of committees, in readiness for meetings with Ministers and counterparts in stakeholder organisations
- Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy
- Ability to form effective relationships with counterparts in stakeholder organisations
- Project management and/or planning and organising skills
- Understanding of the Association's dual roles as a trade union and professional body
- Diplomacy and the ability to influence/persuade others – the role will require contact with challenging stakeholders
- Ability to work effectively and in a proactive manner with limited supervision
- Ability to challenge underlying assumptions, ways of working and processes in order to constructively innovate

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).

- A strong understanding of the challenges and opportunities facing GPs
- Broad understanding of medico-politics and the aims and objectives of the BMA
- Ability to carry out research into emerging policy areas, provide analysis of proposals, determine options, assessing benefits and risks and make recommendations to senior staff, chief officers, or committees as appropriate
- Ability to grasp new policy concepts quickly to take on new policy areas as required
- Ability to work effectively with colleagues in other directorates, to ensure that committees' views are considered in development of association-wide policy position
- Creativity in the development of materials to support members to comply with policy, legislation, regulation, standards etc within the postholder's portfolio
- Ability to translate broad ambitions into realistic and measurable objectives
- Ability to strategise and advise elected members on complex items of work in a highly charged environment

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)?

- Effective planning and delivery to ensure the smooth-running of committee meetings with the support of the Head of GP Committees
- Accountable for delivery of a broad range of work streams– may well be the subject matter expert on some policy issues
- In partnership with the Head of GP Committees, responsible for ensuring that the committee can meet its responsibilities under articles, bye-laws and standing orders
- Responsible for contributing to the delivery of committee annual workplans

Judgement (independence and level and impact limitations)

- Responsible for ensuring any proposed campaign related activity is fully supported by relevant Committee and/or BMA policy aims, and agreed with engagement and communications
- Sound judgement on the need to identify and refer sensitive issues for higher level discussion or decision
- Postholder is responsible for ensuring effective liaison between the interests of committees and wider policy development and for resolving conflict between committees' often disparate interests and policy positions
- Awareness of the impact of GP committees work on the overall reputation of the BMA with government, stakeholder organisations, members and the profession as a whole
- Ability to innovate and improve processes including the secretariat's ways of working and co-ordination with elected Committee 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?

- Direct line management of staff
- Responsible for deputising for the Head of GP Committees and management of the work of committee advice and support officers and administrators, as appropriate
- Oversight for honoraria claims and members' expenses

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?

- Regular contact with committee chairs and executive teams and frequent contact with committee members
- Regular contact with BMA colleagues at all levels, including Directors, Chief Officers, senior managers, policy directorate and communications and engagement. Purpose of contact is to ensure that relevant matters are brought forward with the relevant individuals; that decisions are followed up quickly; that any potential problems are identified at an early stage and proposals made to resolve them
- Develop external contacts to understand other organisations' priorities and initiatives; explore/negotiate partnership/ alliance working; early intelligence on developing policy; challenging evidence and proposals as appropriate.
- Represent BMA at external meetings – present proposals to counterparts and at conferences/seminars as necessary

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 computer and VDU usage
- Travel to various work-related meetings and conferences

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?

- 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

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: