Role profile

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| **Role title** | **Strategy management co-ordinator** |
| **Department and directorate** | **Strategy & insight** |
| **Job family level** | **6** |
| **Reports to (job title and name)** | **Head of strategy management** |
| **Direct reports (job title and name)** | **N/A** |

| **Summary – purpose of the role** |
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| Describe as concisely as possible the overall purpose of the job and including the core duties/responsibilities required to be performed in the role (eg, to provide a full range of administrative support services to the department including x,y,z) |
| The strategy management co-ordinator is responsible for supporting on key programmes of work relating to the BMA’s corporate strategy, projects and team activity within the strategy management team. Key responsibilities include:  **Strategy management and reporting:**   * Liaising with strategy ‘accountables’ to obtain strategy measures and progress updates * Liaising with directors to obtain updates to annual plans * Conducting any basic research or analysing data relating to the strategy, distilling and summarising findings * Assembling the strategy dashboard * Supporting the team with workshops and strategy meetings and compiling supporting documentation   **Project framework:**   * Liaising with finance to ensure that new projects are identified and the correct documentation issued to staff, in accordance with the framework * Liaising with project managers to obtain initial project documentation (PID’s, plans, governance arrangements etc) and helping to ensure compliance * Liaising with project managers to obtain regular and timely project updates/reports * Liaising with finance to obtain ongoing cost and budget positions * Production of a regular project portfolio dashboard for the senior leadership team and board   **Risk management:**   * Liaising with ‘risk champions’ to obtain monthly risk register updates and ensuring evidence of risk review * Production of the consolidated corporate risk register |

| **Skill (level and breadth of application)** |
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| 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. |
| * Good numeracy, literacy and verbal communication skills * Proficient in using Microsoft Office, comprising comprehensive use of outlook, basic excel spreadsheet and PowerPoint skills, and competency in Microsoft Word * Adept at working with ambiguity, ability to organise activities in a logical manner, and an eye for detail * Technical project management skills in order to understand the context of the project and risk reporting |

| **Intellectual demands (complexity and challenge)** |
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| 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). |
| * Ability to present work in appropriate formats, such as reports, presentations and spreadsheets * Be conversant with the BMA brand and style guidelines in order to be able to produce brand compliant documents * Initiate, set up and manage a range of systems to enable the efficient and effective running of the team and in support of project management |

| **Judgement (independence and level and impact limitations)** |
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| 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)? |
| * Ability to work using your own initiative, and carry out responsibilities delegated to you without supervision * Identify areas where you can bring your experience to bear on team activities, providing a flexible approach and support to your colleagues * Organise meetings, anticipating requirements, and resolving issues when they arise * Identifying potential issues, gaps or opportunities in support of effective project management |

| **Use of resources (supervision of resources and influence)** |
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| 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? |
| * Ensuring that the administrative needs of the team are anticipated and met, including team documentation (eg. Templates, dashboards, reporting frameworks) and general document management processes and systems * Developing and maintaining positive relationships with a range of internal and external stakeholders, including colleagues across the organisation, chief officers and other elected members |

| **Communication (level, internal and external demands and significance)** |
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| 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? |
| * A confident and professional approach with regard to all interactions with staff in the BMA including members of the leadership team and elected officials * Ability to articulate issues and contribute positively in discussions and problem-solving within the function |

| **Physical demands & coordination (physical effort and mental strain)** |
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| 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)** |
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| 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** |
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| The post-holder is expected to execute their role in line with our five organisational values. These are currently being translated into behavioural indicators that will form part of our new performance management process.  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 |