

## Role profile

|                                            |                                                                                                    |
|--------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Role title</b>                          | <b>Head of Committee Secretariat</b>                                                               |
| <b>Department and directorate</b>          | <b>National Negotiations and Representation</b>                                                    |
| <b>Job family level</b>                    | <b>3</b>                                                                                           |
| <b>Reports to (job title and name)</b>     | <b>Head/s of NNR Committees</b>                                                                    |
| <b>Direct reports (job title and name)</b> | <b>Senior Policy Advisor; Policy Advice and Support Officer; Coordination and Support Officer.</b> |

### 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 (eg, to provide a full range of administrative support services to the department including x,y,z)*

- Lead and manage a high performing team of policy advice and support officer(s) (and a co-ordination and support officer)
- Accountability for the work of the team
- Accountability for the committee(s)'s budget
- Provide secretariat support to designated committee(s) including drafting minutes and ensuring smooth running of meetings
- Oversee support for committee meetings, conference and awaydays, and resolve conflicts as required
- Accountable for ensuring that committee(s) works within association's articles, bye-laws and standing orders
- Accountable for the development and delivery of an annual workplan for committee(s)
- Accountable for representing committees' views on all relevant issues (policy development, implementation, guidance, negotiations) across the directorate
- Liaison with policy advisers, researchers, communications and engagement directorate and colleagues in other directorates as appropriate to ensure that committees' views are incorporated into policy development and communicated to members and other stakeholders, as appropriate
- Development of business cases (within the directorate's framework) to commission research, or policy development outside of the remit of the committee(s)
- Take forward policy development and the production of support materials on issues solely within the remit of the committee(s)
- Contribute to the development of committee newsletters or other communications with members
- Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan.



### 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 of acting as secretary to a committee, including working with chairs to develop agendas, collating paper, drafting minutes and taking forward action points
- Management experience
- Practical experience of development and delivery of open and evidence-based policy
- Understanding and/or ability to gain a rapid understanding of policy issues within the remit of the committee(s)
- Ability to present policy reports (in writing and orally) to a variety of internal and external audiences
- 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 skills (consistent with BMA's project management framework - not Prince 2)
- Understanding of the association's dual roles as trade union and professional body
- Personal resilience – occasionally comes into contact with challenging members

### 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).*

- Experience of working as a committee secretary
- Experience in the development of open and evidence-based policy
- 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 resolve internal conflicts 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 (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)?*

### Judgement (independence and level and impact limitations)

*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)?*

- Accountability for the work of the team and the committee(s)'s budget (c.£xxx)
- Accountable for the smooth-running of committee meetings
- Accountable for delivery of portfolio of policy issues – may well be the subject matter expert on some policy issues
- Responsible for ensuring that the committee(s) can meet its responsibilities under articles, bye-laws and standing orders
- Responsible for ensuring delivery of the committee(s)' annual workplan
- Postholder is responsible for ensuring effective liaison between the interests of the committee(s) and wider policy development and for resolving conflict between committees' disparate interests and policy positions
- Sound judgement on the need to refer sensitive issues for higher level decision
- The BMA's work on policy issues has a significant impact on the BMA's reputation with government, stakeholder organisations, members and the profession as a whole

### 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?*

- Accountable for the team's contribution to achievement of strategic goals and directorate business plan
- Leadership, performance management, development of specialist staff
- Specialist adviser responsible for a team of advisers
- Responsible for the management of the committee(s)' budget and dealing with 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?*

- Daily contact with chair of committee(s) and frequent contact with committee members
- Contact with colleagues at all levels of the association– eg, chief officers, senior managers, staff in devolved nations, member relations and communications and engagement. Purpose: to ensure that matters of interest to the committee(s) are brought forward onto agendas; to check progress on follow-up actions from the meeting; to represent the committee(s)' interests to across the association
- 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?*

- Ability to maintain focus and concentration while working in an open plan office

**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.

**BMA competency level required**

| <b>Behavioural competency</b>                                                                                                                    | <b>Level</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Personal responsibility – demonstrates a positive attitude and takes ownership and responsibility for work performance                           |              |
| Service focus – demonstrates an understanding of customer needs and has a service orientation                                                    |              |
| Gathering information – is driven to seek out information and carries out research to the level required to achieve objectives                   |              |
| Team working – works with colleagues cooperatively in own department and the wider organisation                                                  |              |
| Influencing others – persuades others to support a viewpoint and achieve their participation                                                     |              |
| Dealing with change – implements and adapts to new ideas and ways of working at individual, team and organisational level                        |              |
| Creativity and innovation – takes a creative approach to work, identifies new ways of doing things and develops ideas to benefit the association |              |
| Managing and developing people – sets goals and ensures others perform to their full potential and meet required standards                       |              |
| Leading people – communicates goals, engages and motivates others to achieve                                                                     |              |

| Sign-off     |       |
|--------------|-------|
| Manager:     | Date: |
| Role holder: | Date: |