

Role profile

Role title	Elections and committee officer
Department and directorate	Council secretariat
Grade	6
Reports to (job title)	Senior elections officer
Direct reports (job titles)	none

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 elections and committee officer is responsible for carrying out elections for all BMA policy committees and regional committees following the BMA standard election process.

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

- Provide project and administrative support in the organisation and delivery of elections and appointments across the BMA
- Work with committee secretariat to run elections in accordance with committee standing orders
- Develop initiatives and communications to members to increase engagement with BMA elections, with a particular focus on those from underrepresented groups
- Work with the senior elections officer to develop and implement mechanisms to improve diversity on BMA committees
- Assist the senior elections officer with regular reporting on election outcomes
- Administer and promote the BMA committee visitors scheme to encourage members to engage with the BMA's committees
- Ensure the smooth running of meetings, including arranging and attending meetings, drafting/despaching agendas, papers and minutes
- Assist in ensuring that committees works within association's articles, bye-laws and standing orders
- Support the senior elections officer and other senior managers within the team, by undertaking research, analysis and draft written reports
- Contribute to the development of guidance and other materials to support 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 directed by line manager
- 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.

- Excellent attention to detail
- Excellent planning, organisation and administrative skills
- Able to work in a fast-paced environment, with minimal supervision
- Effective communication with committee secretariat
- Personal resilience – occasionally comes into contact with challenging members
- Understanding of the association's dual roles as trade union and professional body
- Ability to provide concise, written and oral briefings to senior staff, chief officers and CEOs
- Ability to work flexibly, picking up new areas of work and responding to areas of need
- Quick thinker – ability to respond decisively to issues
- 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 and strong database management experience

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).

- Ability to respond quickly to competing demands / requests.
- Ability to plan and work to an agreed timeline for elections.
- Creativity in the development of materials to encourage engagement with BMA elections and committees

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)?

- Diplomacy and discretion, particularly in relation to confidential election information
- Advising staff and members on election processes and operation of the ONE system
- Sound judgement on the need to refer sensitive issues for higher level decision
- The BMA's elections have a significant impact on the BMA's reputation with 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?

- Responsible for handling confidential election data
- Some direct contact with members and regular contact with elected members
- No direct management or budgetary responsibility

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 elected members
- Regular contact with colleagues at all levels of the association– e.g. chief officers, senior managers, staff in devolved nations, member relations, legal department and communications and engagement to ensure the smooth running of elections across the Association.

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?

- 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).
- Occasional evening and weekend work
- 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.
- 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 four organisational values.

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

We Campaign, Organise and Represent

- We win positive changes at work and in wider society
- We are the trusted collective voice of our profession, seeking progress for doctors, medical students, our patients and populations

We are accountable and member-led

- Our representatives and staff work in partnership for and on behalf of our members
- We are open and democratic

We are expert and trusted

- We grow professional communities of practice to provide credible information, guidance and support
- We use our influence to champion advancement, innovation and professional development for the benefit of health and society

We find strength in unity and celebrate our diversity

- We seek to be fair and just, and foster respectful discussion of our differing (potentially conflicting) perspectives and contributions
- We fight prejudice and discrimination of all kinds
- We are committed to creating a culture that is inclusive of all members and staff
- We extend solidarity to each other and other groups

Sign-off

Manager:	Date:
Role holder:	Date: