

Role profile

Role title	Committee Executive Officer
Department and directorate	Wales
Grade	Grade 6
Reports to (job title)	Senior Policy Executive
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***

- To provide high level Committee servicing, support and advice to the relevant Committees, negotiating teams, sub-committees, conferences and policy days.
- To prepare agendas, minutes, reports, briefing notes, on behalf of the Committee Chair prior to and after Committee and other meetings.
- To provide advice, guidance and support to the Chair, the Committee and its subcommittees.

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

- To provide high level Committee servicing, support and advice to the relevant Committees, negotiating teams, sub-committees, conferences and policy days.
- To be responsible for organisation of seminars, conferences and policy days.
- To prepare agendas, minutes, reports, briefing notes, on behalf of the Committee Chair prior to and after Committee and other meetings.
- To provide advice, guidance and support to the Chair, the Committee and its subcommittees.
- To maintain a level of knowledge and awareness of the policy and negotiating issues within the committee's remit.
- To attend Committee meetings and other meetings/seminars/conferences/policy days as appropriate.
- To work closely with colleagues in other nations, to identify policy aspects discrete to the relevant committees in Wales and to contribute to the development of any subsequent policy specific to Wales.
- To participate in the coordination and production of consultation documents and responses to such documents on behalf of Committees as required by the Head of Policy and Committee Secretariat/National Director.
- To implement policies and decisions of the relevant Committees and liaise with external bodies including the Welsh Government, to further the work of the Committees and BMA Cymru Wales.
- To draft correspondence and documents relating to the work of the Committees.
- To brief and liaise with the Head of Policy and Committee Secretariat/National Director and other staff in BMA Cymru Wales as necessary, with regard to the work of the Committees, and to report to team meetings as appropriate.
- To organise and oversee the relevant Committee web pages on BMA Cymru Wales website

Duties and Responsibilities

- To maintain a high level of awareness and knowledge of issues relevant to the work of the Committees and the medical profession and advise members and staff as appropriate.
- To arrange and attend external meetings throughout Wales, and attend annual conferences and participate in relevant training courses as required.
- To have a thorough knowledge of BMA Cymru Wales procedures and guidelines.
- To organise and oversee any election functions arising as a result of Committee responsibilities, as delegated by the Head of Policy and Committee Secretariat/National Director.

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.

- Provide a bespoke service to Committee members as devolution continues to change the way in which BMA Cymru Wales operates and respond to the expanding responsibilities of the Welsh Government and National Assembly for Wales.
- Excellent written and verbal communication skills. Communicating with colleagues within BMA Cymru Wales, national offices, committee members, BMA members and a variety of external stakeholders, eg Welsh Government Officials.
- Sound appreciation of the complex inter relationships of all BMA Branch of Practice Committees and the external impact of policies agreed when advising members and staff.
- Research skills, with an ability to source and analyse relevant information for briefing papers and reports.
- Ability to prioritise and manage own workload effectively including the organisation and planning of work to ensure that agendas, minutes and supporting papers are issued in accordance with Standing Orders. Whilst much of the work centres around committee meetings, support for the Chair and Committee members continues between meetings and this generates work which is unpredictable.
- Team working – sharing knowledge and information, identifying areas for cross Branch of Practice Committee working. Frequent CEO meetings help to ensure that information and follow up actions are communicated and shared between the team so that team members have an overview of the issues common to all Branch of Practice Committees. These issues are then communicated to Committees and acted upon accordingly.
- Ability to systematically organise information and data e.g. when coordinating responses from committee members on consultation documents and presenting this in an appropriate format. Also producing agendas and supporting papers which can come from a variety of sources.
- Ability to manage complex coordinating functions. Managing the demands of more than one Committee requires sound coordination and management to ensure that all committees receive appropriate levels of support.
- An eye for detail and accuracy to ensure that meetings are recorded accurately and that all matters which are referred to committees are considered by the appropriate committee and at the appropriate time.
- Sound understanding of the BMA byelaws and relevant standing orders.
- High level of IT literacy – i.e use of Microsoft Office, Microsoft Word, Excel, and PowerPoint. Frequent use of video conferencing and presentation equipment for meetings at internal and external venues.
- Ability to establish communication channels for self or others to use in order to pass on information promptly, e.g. maintenance of Committee List servers, BMA Website and input into BMA e-newsletter.
- To ensure effective participation of members in the delivery of BMA Cymru Wales Strategic Priorities.

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)?

Intellectual demands (complexity and challenge)

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).

- Works largely without supervision and on own initiative when producing committee briefing papers, undertaking research on behalf of the committee. Ability to respond effectively to the often unpredictable nature of the work.
- Constantly juggling competing priorities and demands on time from the various committees serviced.
- Responsive to the ever changing demands of devolution in Wales.
- Following set procedures for arranging Committee meetings.
- Requires extensive internal and external contacts relating to all Committees serviced.
- Maintains a high level relationship and trust with Committee chair which is paramount to this role.
- Requires planning short, medium and long term. The work is planned around the cycle of committee meetings and the annual BMA Conference calendar. The post holder should impose his/her own priorities on workload.
- Accurately recording minutes of meetings, recording actions arising and carrying through action agreed at Committee meetings.
- Responding to queries on a daily basis – both routine and non-routine. Collating a response drawing on a number of information sources, including own expertise, BMA policy, other BMA departments and Committee members.
- Produce information for inclusion into newsletters/guidance/handbooks using research skills and knowledge.

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)?

- The demands of Branch of Practice Committees are complex, and although guided by BMA policy and procedural guidelines, there is a considerable requirement for proactive and reactive working and development skills.
- Takes independent decisions which have a moderate impact and seeks approval from the Head of Policy and Committee Secretariat/National Director on decisions that have any major impact.
- Using own initiative to draft briefing notes for the Chair prior to attending a meeting. To identify the impact of information and advice received from both internal and external sources, to the committee work and structure, such as BMA policy and WG legislation.
- Committee administration – items such as room bookings, travel, mailings and expenses carried out independently.
- This is an increasingly developing role in response to the expanding responsibilities of the Welsh Government, as BMA Cymru Wales and its Committee structures engage increasingly on key NHS matters and address the implications of devolution.

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 overseeing delegated budgets for Committee functions and awareness of expenditure. Working with Head of Policy and Committee Secretariat/National Director to forecast budgetary requirements.
- Awareness and communication of BMA policy such as Committee expenses policy, role and responsibilities of Committee members and list server management.
- Plan, prioritise and organise own work.
- Within BMA Cymru Wales CEO is an active team member providing support to other CEOs ensuring adequate staffing levels to deliver work of committee as and when necessary.
- Handling confidential and sensitive information.
- Is the key contact for area of expertise relating to committee function and structure.
- Responsible for maintaining good customer service in meeting the demands of members and keeping colleagues aware of issues to ensure they are able to respond to queries appropriately.
- This post currently has no managerial or supervisory 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?

- Daily contact with committee chair, and other CEOs. First point of contact for queries from Committee members and external bodies, such as Welsh Government, Wales Deanery and other NHS Bodies.
- Works and liaises with a wide range of colleagues within the Association to promote the interests and objectives of the BoP represented by the committee, and on a cross-branch of practice and devolved nations basis.
- Regular contact with Policy/Public Affairs colleagues in BMA Cymru Wales regarding policy aspects of Branch of Practice activities and to contribute to the development of any subsequent policy specific to Wales.
- Acts as a source of advice to colleagues on issues affecting the BoP and its members.
- Contributes to responses from the Committee to internal and external consultations including coordinating BMA Committee members' responses to external consultations when required.

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?

- Normal co-ordination or physical demands associated with an office environment, limited requirement to engage in lifting/carrying/other exertion.
- Travelling independently to attend Committee meetings, training, policy days and conferences across Wales.

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?

- 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

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: