

Role profile

Role title	Committee Policy Executive
Department and directorate	BMA Scotland
Grade	Grade 6
Reports to (job title)	Senior Policy Executives and the Head of National Negotiations and Representation
Direct reports (job titles)	Not applicable

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)

The overall purpose is to provide a high level of operational and strategic service to allocated Scottish committees and respond to queries on relevant policy issues for those committees and their constituents. The core duties/responsibilities are:

- Provides a high level of support to national committees, including researching and preparing policy and briefing papers and taking the lead on running specific committees eg SMASC and SMSC.
- Undertakes complex national committee administration processes (preparing agendas, attending meetings, minute taking, report writing, financial administration, progressing correspondence and actions, managing timetables, coordinating documents, committee elections, etc).
- Contributes to the direction and development of specialist areas of work and co-ordinates and writes responses to consultation documents and responds to complex queries on policy issues.
- Supports a negotiating team and/or leads and promotes both internally and externally key areas of policy (eg GP education and training, clinical academic training).
- Supervises the administrative team in ensuring delivery of effective committee support processes.
- Deputises for immediate managers as appropriate.
- Develops and maintains constructive relationships both internally and externally, occasionally representing the Association externally at meetings involving specialist areas of work.
- Leads on the co-ordination and organisation of seminars, events and national conferences (eg the SLMC conference).
- Communicates information, guidance and advice from committees using a variety of mediums.
- Manages relevant BMA website pages, ensuring content is presented clearly and effectively.

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.

- Graduate and/or equivalent previous experience in areas covered by the role.
- Good working knowledge and understanding of the NHS structure and major NHS issues, together with an understanding of the role and function of the BMA.
- Strong planning and organisational skills and ability to prioritise and manage own workload effectively, dealing with competing priorities to deliver results within agreed timescales with minimum supervision.
- Ability to think analytically and strategically and take a longer-term perspective.
- Ability to contribute to the direction and development of specialist areas of work.
- Well developed interpersonal skills, including excellent written and oral communication skills in all aspects of the job.
- Highly developed ability to gather, assimilate and analyse information.
- Ability to influence others effectively (using different mediums) in order to represent the committee's position internally or externally.
- Ability to identify, build and maintain effective relationships with both internal and external colleagues and organisations.
- Political awareness of the implications of policy or contract developments in Scotland which may have implications for other parts of the BMA.
- High level of general IT literacy (use of databases, word, excel etc) and strong administrative skills.
- Accuracy and close attention to detail.
- Flexibility to respond effectively to the often unpredictable nature and intensity of the work and willingness to support others in their roles.
- Ability to work as part of a team – sharing knowledge and information with colleagues and identifying areas for cross departmental working.
- 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).

- Required to develop expertise in relevant contractual areas, policy and strategy in order to be able to respond effectively to complex queries from Member Services, First Point of Contact and direct member queries on specialist and policy areas.
- Able to handle complex policy/negotiating issues and procedural/constitutional committee issues, balancing competing priorities and responding to changing environments.
- Able to grasp new policy concepts quickly to take on new policy areas as required
- Required to assimilate, interpret and analyse large amounts of information from a variety of sources, using own judgement and knowledge to produce a coherent and well-argued position.

Intellectual demands (complexity and challenge)

- Able to research and develop policy and briefing papers, working directly with committee members and specialist departments across the organisation on areas of specialist knowledge and expertise.
- Appreciates the sensitive nature of issues and has strong political insight in handling these, recognising both the internal and external impact.
- Ability to prioritise and manage own workload effectively within broad parameters set by line manager and sometimes within tight and/or competing deadlines.
- Required to lead on the co-ordination and organisation of seminars, events, conferences and dinners.

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)?

- Leads on specific areas of policy related to the committee or stemming from the Scottish Parliament legislative process / consultations and/or support a small team that negotiates on doctors' pay and terms and conditions. This work directly influences BMA Scotland policy. Develops expertise to become the point of contact within a team on these issues and develops and maintains constructive relationships, both internally and externally, occasionally representing the Association externally.
- Responsible for leading specified committees (for example SMASC and SMSC) including being the sole or lead secretariat presence in committee meetings, guiding and advising members on appropriate policy responses and actions, working directly with the chair to develop the committee workplan and maintaining an understanding of the issues affecting that branch of practice.
- Responsible for all committee administrative processes, including preparing agendas, attending meetings, taking minutes, writing reports and briefing papers, financial administration, processing correspondence and actions, managing timetables and committee elections. Uses judgement to delegate committee support work to the administrative team.
- With experience, considerable freedom of action when responding to internal and external queries relating to specific areas of expertise, which are often related to contractual/remunerative arrangements for doctors. Guidance is sought from line manager as required.
- Deputises for immediate managers as appropriate.
- Works with limited day to day supervision, although the role requires the ability to judge when it is appropriate to seek advice from line manager and/or discuss possible actions or solutions to problems, since there is the potential for reputational damage and negative publicity if sensitive matters are not handled appropriately.

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?

- Awareness and implementation of BMA policy such as committee expenses policy, role and responsibilities of committee members, paperless working etc.
- No direct reports, but has responsibility for delegating committee support work to the secretarial support staff and supervision of these tasks to ensure accuracy and quality e.g. copying and collating papers, room booking, updating committee databases.
- Needs to be aware of budgets and expenditure when organising meetings or events requiring expenditure. Has delegated authority to authorise routine expenditure for committee support, and may have day-to-day responsibility for administering specific committee funds.
- Within the department, has a key role in a team that is responsible for providing varied and specialist advice, guidance and support to doctors, committees and senior BMA staff, including deputising for the line manager as required.
- Has key responsibility for managing relevant BMA website pages, ensuring content is presented clearly and effectively.

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 direct external contacts with government departments, NHS organisations and professional bodies, sometimes at a senior level, to progress negotiations, respond to consultations, or develop and take forward committee policy decisions.
- Regular internal contact with BMA colleagues typically at SPE level and often with more senior staff across different departments to progress the work of committees, 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
- Regular contact with Member Services and First Point of Contact in responding to queries on terms and conditions of service and providing advice, guidance and updates on national policy developments, including face to face input and interaction.
- Considerable contact with committee members in furtherance of the committee's work.
- Contact with the wider BMA membership via the BMA website, newsletters and e-newsletter to communicate information, guidance and advice effectively and clearly to raise the profile of the committee's work on behalf of its constituents.
- Regular contact with, and feedback to, the line manager and other senior managers as appropriate.

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?

Physical demands & coordination (physical effort and mental strain)

- 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)

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. Ability to respond to tight timescales and unpredictable pattern of the workload as required. At times is required to work out with office hours as the role demands to accommodate attendance at conferences, dinners and meetings or events.

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: