Role profile

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| **Role title** | **Head of international and immigration** |
| **Department and directorate** | **Professionalism and Guidance (P&G) - Policy** |
| **Job family level** | **3** |
| **Reports to (job title and name)** | **Head of Professionalism & Guidance** |
| **Direct reports (job title and name)** | **Senior policy advisers** |

| **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) |
| * Lead and manage two senior policy advisers * Accountability for the work of the team * Accountability for the team’s budget * Provide written and oral advice on issues concerning international and immigration policy to Chief Officers, executive team and committees * Develop and deliver an annual programme of work to meet current and anticipated future needs of internal customers across the association * Working with colleagues in communications and engagement, the devolved nations and elsewhere in the association, as appropriate, develop and contribute to the delivery of plans to lobby in parliament, the EU and elsewhere on the association’s policy positions; advocate and embed policy positions across the membership * Develop briefings, guidance and other practical support materials for members needing to implement policy into their practices and/or influence policy development in their locality * Prioritise and respond to ad hoc requests for policy analysis and advice within the capacity of the team * Develop and maintain productive and sustainable working relationships with key stakeholders including the WMA (world medical association) and NMAs (national medical associations) * Support the development of health policy, public health awareness and related issues in developing countries * Contribute to the development and delivery of the function’s business plan, performance indicators and risk management plan. |

| **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. |
| * Significant practical experience of development of open and evidence-based policy * Understanding of international issues concerning doctors and healthcare delivery, including in low resource settings, and of immigration issues as they affect doctors and other healthcare professionals * Experience of leading and managing policy advisers * Ability to present policy reports (in writing and orally) to a variety of internal and external audiences * Ability to influence using expertise, tact and diplomacy * Ability to network effectively across the association to understand current and anticipate future areas for policy development and guidance/support materials * Ability to form strategic relationships with counterparts in stakeholder organisations in the UK and internationally * Understanding of the association’s dual roles as trade union and professional body * Ability to manage conflict and come to an agreed resolution |

| **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). |
| * Expert in the development of open and evidence-based policy * Ability to prioritise requests for policy development or analysis against competing demands, assessing wider implications for the association, deciding whether to proceed with the request and communicating the decision to relevant committee chair etc * Ability to challenge and respond constructively to policy proposals produced by government, NHS England or other stakeholders, based on analysis of evidence, options considered, risks and benefits of proposals. |

| **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)? |
| * Accountability for the work of the team and budget * Autonomous decision-making on the fit to association’s strategic goals, directorate business plan and relative priority * Sound judgement on the need to refer sensitive issues for higher level decision * Assessment of whether policy proposals, guidance and critique of other organisations’ proposals impacts on more than one branch of practice and at times, on the profession and/or the public as a whole * Assessment of where policy proposals and analysis can be used to enhance the BMA’s reputation with members and external audiences (eg. government, public opinion) |

| **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? |
| * Accountable for the team’s contribution to achievement of strategic goals and directorate business plan * Accountable for the team’s budget * Leadership, performance management, development of specialist staff * Specialist adviser responsible for two senior policy advisers |

| **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? |
| * Extensive contact with colleagues at all levels of the association– eg, chair of council, chairs of devolved nations’ councils, committees and committee chairs, executive team, leadership team, devolved nations and communications and engagement. Purpose: to understand, challenge and agree policy proposals; present proposals, briefings and/or guidance; interpret and present other organisations’ proposals to internal audiences * Contact with external providers of the BMA’s immigration legal advice service and the BMA’s customer call centre. * Develop external contacts to understand others’ research 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)** |
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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? |
| * Ability to maintain focus and concentration while working in an open plan office |

| **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? |
| * Personal resilience – able to engage with elected and other members and stakeholders when robustly challenged |

| **BMA competency level required** | |
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| **Behavioural competency** | **Level** |
| 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** | |
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| Manager: | Date: |
| Role holder: | Date: |