

Role profile

Role title	Deputy Head of Policy and Committee Services
Department and directorate	BMA Northern Ireland
Grade	BMA National Grade 4
Reports to (job title)	Head of Policy & Committee services
Direct reports (job titles)	Member engagement assistant

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 deputy head of policy and committee services is a member of the Policy and Committee Services Team. The purpose of this role is to lead on negotiations for terms and conditions and pay and to provide expert advice and support on relevant public policy issues, including the DDRB in line with the BMA's strategy and priorities in Northern Ireland as directed. The post holder will deputise for the Head of Policy and Committee Services. And other senior managers as appropriate.

The postholder will line manage posts providing administrative support to NICC and NISASC as well as co-ordinating the work of the devolved nations policy analyst.

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

- As the lead subject matter expert on negotiation for Northern Ireland, provide expert, specialist advice on policy and negotiation to stakeholders including chairs of Northern Ireland committees, National director and other senior stakeholders and colleagues
- Provide specialist policy and stakeholder management input to support negotiations and to lead specific integrated policy and negotiation projects – this includes providing advice and leading on the development and delivery of negotiation and policy strands for specific projects
- Leading meetings with senior government officials on negotiation and policy issues on behalf of BMA Northern Ireland members
- In discussion with senior colleagues, plan and lead BMA Northern Ireland's work to influence policy and negotiation and stakeholder audiences and achieve the required objectives of the organisation
- Engaging with and influencing senior external government officials to establish the policy positions of BMA Northern Ireland on key areas of policy and legislation
- Leading work on national contract negotiations, including developing bargaining positions for the benefit of Northern Ireland members; agreeing these with members and presenting the appropriate narrative to members on these issues
- Exercising autonomy regarding development of innovative approaches to engaging members to develop responses to policy consultations
- Leading co-ordination of Northern Ireland work allocated to the devolved nations policy analyst and line management of administration support

Duties and Responsibilities

- Providing high quality strategic & tactical support and advice to BMA Northern Ireland committees, ensuring chairs and committee members are provided with appropriate policy advice, analysis and information
- To be key staff member with responsibility for the co-ordination of the Doctors and Dentists Review Body (DDRB) submissions from Northern Ireland. Working closely with colleagues to project manage and prepare Northern Ireland specific contributions and provide support to members and committees on these matters
- Developing and maintaining detailed and up to date knowledge of Northern Ireland health and social care policy and other relevant government policy and act as a high-level resource for advice and guidance to BMA Northern Ireland
- Developing and articulating agreed policy objectives to decision makers in the form of policy briefings, consultation responses, evidence to external inquiries and for written and verbal engagement with external stakeholders
- Leading the management of specific policy projects; to prepare research and draft policy papers, responses to routine and complex consultations and other requests for information; producing briefings and guidance notes
- Undertaking high quality policy analysis, supported where appropriate with primary and secondary research.
- Leading on conducting surveys of members across Northern Ireland on behalf of the committees or for strategic organisational purposes as agreed with senior management. Includes undertaking and / or overseeing the planning, drafting, and implementation of surveys and the evaluation, interpretation and presentation of results including production of analysis reports as required
- Positively influencing decision making with both internal and external stakeholders through the provision of expert policy advice and support, guiding committee team members to ensure that sound and responsive committee policy processes are in place
- Working closely with counterparts and colleagues in other BMA offices, ensuring the provision of input on relevant policy issues and effective communication of advice on behalf of BMA Northern Ireland
- Identifying opportunities for detailed policy input and guidance to secure positive influence over new or proposed changes to legislation in the agreed interests of the Association and provide co-ordinate the provision of information to this end
- 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.

- Highly numerate and literate, with excellent analytical skills and the ability to think strategically and take an organisational view of issues
- Experience of policy analysis and development and relevant analytical work
- Ability to analyse data and interpret survey results
- Ability to respond effectively to the unpredictable nature of the work through ability to be flexible and organised, self-disciplined, responsive and able to prioritise own workload
- Ability to influence and persuade others effectively and represent findings in the context of BMA policy and positions, including senior level government officials
- Ability to find consensus across differing viewpoints
- Understanding of the policy environment and the operation of health and social care delivery mechanisms
- Ability to engage, canvass and interpret opinions, facilitating discussion and finding consensus on issues from a diverse membership
- Clear understanding of the political devolution of health and social care and awareness of ongoing political divergence and ability to liaise with senior external stakeholders
- Understanding of the policy and legislative processes in Northern Ireland and knowledge of how to influence legislative proposals

Skill (level and breadth of application)

- Excellent written and verbal communication skills including tact and diplomacy; ability to work directly with senior external stakeholders and government officials. Able to effectively & appropriately communicate with committee members, colleagues, members and external stakeholders
- Ability to represent various BMA policy and committee positions to broad audience of internal and external stakeholders including Government and the wider profession
- Ability to operate across multiple and fast moving policy areas, with personal resilience in managing competing interests and priorities
- Ability to deputise for the Head of Policy and Committee services or other senior managers as appropriate.
- Effective team working skills, including active knowledge sharing and identification of areas for cross team working
- Able to identify potential problems and work with others to mitigate and proactively resolve them

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).

- Requires effective short to long term planning skills to ensure delivery of work in line with the BMA committee cycles
- Reconciling diverse opinions, competing and contradictory objectives to reach consensus on policy strategy
- High levels of personal initiative and ability to initiate work to meet the needs of committees and Northern Ireland council, demonstrating autonomy in decision making
- Taking responsibility for updating and maintaining databases and knowledge files as required
- Assimilate research and analyse complex information from a variety of different sources to tight deadlines to provide quality information and advice to stakeholders
- Expected to take a problem solving, proactive approach to provide solutions to policy development.
- Responding to queries drawing on own knowledge and expertise
- Leading, where required, on Northern Ireland council policy areas which may involve co-ordinating responses to consultations or taking responsibility for ad-hoc working groups

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)?

- Expected to act autonomously within defined areas of responsibility
- Ability to represent policy of committees and Northern Ireland council to internal and external audiences with a clear understanding of what information and positions may be shared with these audiences and which are confidential to the Association and restricted to internal deliberations
- A degree of flexibility within the remit of the role, working without supervision and on own initiative
- Use knowledge and judgement to identify strands of policy development in which to influence other BMA departments and members
- Take a broad view of a wide range of issues across devolved nation branches of practice and identify areas to influence cross-branches of practice working

Judgement (independence and level and impact limitations)

- Working in partnership with colleagues in Northern Ireland and the wider BMA to produce high quality policy and analysis where appropriate
- May be asked to present and defend BMA positions in a policy making forum
- Using knowledge and judgement to identify areas in which to support the work of BMA Northern Ireland committees and Council

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?

- Act as a specialist and key resource within BMA Northern Ireland who advises colleagues on healthcare policy, negotiation and analysis and seeks advice from others as appropriate
- Handling confidential and sensitive information
- Responsible for delivering high service standards to meet member needs in terms of the role's remit
- Undertake direct contact with external bodies and represent the BMA at external events in relation to health policy matters
- Gathers information from a range of sources using a variety of legitimate approaches

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?

- Works and liaises with a range of colleagues within the Association to promote the interests and objectives of BMA Northern Ireland, in Northern Ireland and in the wider BMA
- Acts as a source of advice and guidance to colleagues on issues affecting BMA Northern Ireland and its members
- Leads on, or contributes to, internal and external consultations and inquiries including co-ordination of BMA Northern Ireland responses to consultations when required
- Provides policy information and advice to committees and ensures this is communicated effectively through a range of channels in discussion with communications colleagues
- Internal communication: works and liaises with a range of colleagues across the Association
- External communication: builds and maintains good working relations with a range of external organisations, including relevant government departments and civil servants. Represents BMA at external meetings and presenting BMA positions 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 or other exertion
 - Extensive VDU usage
-

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?

- Conducted in a normal office environment and not exposed to hazardous conditions or anti-social behaviour
 - The role contains minimum 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
-