

## Role profile

<b>Role title</b>	<b>Policy advice and support officer</b>
<b>Department and directorate</b>	<b>National Negotiations and Representation</b>
<b>Grade</b>	<b>6</b>
<b>Reports to (job title)</b>	<b>Head of Team / Manager</b>
<b>Direct reports (job titles)</b>	<b>None</b>

### *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***

- Support line managers and senior policy advisers within the team, with administrative and support activities including undertaking research, analysis and drafting written reports on policy issues specific to the committee/s that the role supports

### *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***

- Support line managers and senior policy advisers within the team, by undertaking research, analysis and draft written reports on policy issues specific to the committee/s the role supports
- Contribute to the development of guidance and other materials to support members to comply with policy, regulations, legislation etc
- Draft written policy and research reports and advice on policy issues, as required including, but not limited to, sections of substantive reports, short reports, blogs, analysis notes, policy briefings, written and oral Inquiry submissions
- Contribute to the development of committee newsletters or other communications with members
- Provide support to smooth running of committees within area of responsibility (including: arranging meetings, collating/dispatching agenda and papers, attending meetings, developing draft minutes for review, recording and following up completion to report back to committee) as required
- Contribute to the development and delivery of the directorate’s business plan, performance indicators and risk management plan
- Undertake research and analysis independently, with guidance from team members and the committee Lead
- Provide project support, as required
- 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.*

- Ability to conduct research and analysis (including analysing large datasets, working in Excel, conducting desk-based policy research and an understanding of qualitative research methods)
- Ability to draft minutes, policy reports and briefings for review by line manager and/or relevant committee lead
- Ability to provide support to ensure smooth running of committees
- Work flexibly, picking up new areas of work and responding to areas of need in a positive manner
- Quick thinker – ability to respond decisively to issues on the day of committee meetings (eg. IT failure, catering issues etc)
- Ability to communicate clearly conveying key information succinctly, both written (e.g., in policy reports or analysis notes) and orally (e.g., in briefing colleagues or in presentations)
- Ability to form effective relationships with colleagues (esp. with the committee lead, who will oversee day to day work) and work flexibly across a number of projects and policy areas
- Understanding of the association's dual roles as trade union and professional body
- 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).*

- Ability to grasp new policy concepts quickly to undertake research and analysis of proposals, particularly in emerging areas of policy
- Ability to translate discussions within committees and on list servers into clear, concise reports, for review by relevant committee lead
- Ability to undertake research and analysis independently, with guidance from team members including the committee Lead
- Creativity in the development of materials to support members comply with policy, legislation, regulation, standards etc within the postholder's portfolio
- Ability to keep projects on track by providing appropriate support to project managers (usually policy advisors)

### 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)?*

- Responsible for the smooth running of the administration of committee meetings
- Responsible for undertaking research, analysis and drafts reports to a high standard and within requisite timescales

### Judgement (independence and level and impact limitations)

- The majority of work will be reviewed by line manager and/or committee lead

### 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?*

- Some direct contact with members and regular contact with elected members

### 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?*

- Contact with committees and committee chairs, staff in devolved nations, member relations and communications and engagement. Purpose: to liaise on key issues – particularly to 'chase' necessary documents, advice etc to keep projects on track; draft documents may be reviewed by colleagues in other departments/directorates
- Develop external contacts with counterparts in stakeholder organisations

### 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?*

- Extensive VDU usage
- 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
- Some working outside normal office hours may be required (e.g., to attend events or complete project work),

## 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: