

Role profile

Role title	Senior Policy Advisor (negotiations)
Department and directorate	BMA Cymru Wales (Policy and Committee Services)
Grade	G5 National
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***

- Support branch of practice committees and individual members in preparing for, and undertaking, all aspects of pay (including the annual submission to the pay review body) and contract negotiation
- Lead on the development and delivery of local BMA campaigns, working with others to support members in undertaking campaigns in their places of work

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 branch of practice committees and individual members in preparing for, and undertaking, all aspects of pay (including the annual submission to the pay review body) and contract negotiation
- Lead on the development and delivery of local BMA campaigns, working with others to support members in undertaking campaigns in their places of work
- Provide expert negotiation and policy advice / guidance to a variety of audiences including senior staff, committees, committee executive teams and members, as required. Working in established negotiating structures and directly with BMA negotiating teams
- Responsible for ensuring that the views and interests of respective branches of practice committees are incorporated into policy development, and the agreement of negotiating positions and objectives
- Responsibility for direct liaison with senior Welsh Government, NHS Wales and NHS Wales Employers on agreed areas as appropriate
- Liaison with colleagues across BMA Cymru Wales, and the wider Association as appropriate
- Research, analyse and develop proposals for consideration by senior staff, committees and members
- Develop consultation documents on policy options, negotiating positions, risks and benefits analysis, options for engagement with members, using digital and other channels of communication
- Develop briefings, guidance and other practical support materials
- Prioritise and respond to ad hoc requests for analysis, research and advice as required
- Represent the BMA at external meetings, local campaigns, conferences and other events as required
- Deputise for senior colleagues 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.

- Experience of developing open and evidence-based policy in health or health-related issues
- Ability to deliver reports and presentations (in writing and orally) to a variety of internal and external audiences
- Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy
- Ability to understand and interpret complex data sets and contractual matters
- Ability to form and maintain strategic relationships
- Understanding of the association's dual roles as trade union and professional body at a national and local level
- Personal resilience - needs to 'own' policy reports/proposals and withstand challenges from elected members and external stakeholders
- Skills of persuasion and experience of undertaking negotiations, preferably in a policy, employment or health care related context

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).

- Experience of or aptitude to develop skills in open and evidence-based policy making
- Ability to challenge and influence policy positions and established view points in a fast paced and complex environment
- Ability to implement negotiating methodology and support the training of individual negotiators
- Ability to represent the views of others and uphold agreed positions
- Ability to build and maintain trust and confidence amongst a variety of individuals
- Ability to evaluate the rationale behind requests for policy development or analysis, prioritising against competing demands, assessing wider implications for the association, deciding whether to proceed with the request and communicating the decision to relevant committee chairs etc
- Ability to challenge, evaluate and respond constructively to policy proposals produced by government, NHS Wales or other stakeholders, based on analysis of evidence, options considered, risk and benefits of proposals

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 initiating and taking forward work in relevant policy and negotiating areas – keeping under review developments and anticipating areas on which doctors will need support
- Sound judgement on the need to refer sensitive issues for higher level decision
- Sound judgement on when and how to most effectively challenge the views of others

Judgement (independence and level and impact limitations)

- Determine if, and deal with, policy or TCS proposals, guidance and critique of other organisations' proposals which impact on more than one branch of practice and at times, on the profession as a whole
- Identify, and act on opportunities for local campaigns, policy or TCS proposals and analysis that can be used to enhance the BMA's profile and reputation with the profession and external audiences (e.g. government, public opinion)

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?

- Specialist adviser with responsibility for own portfolio of policy, negotiating issues and projects.
- No direct management of staff, but responsible for matrix management of the work of policy advice and support key committee members, negotiating teams and colleagues, as appropriate

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?

- Cross team collaboration, and extensive contact with members, committees, committee chairs, expectative teams, and colleagues in other offices. Purpose: to understand, challenge and agree policy proposals and negotiating positions; present proposals, briefings and/or guidance; offer strategic advice, interpret and present proposals to internal and external audiences
- Develop contacts with counterparts in external organisations. Represent BMA at external meetings and with key decision makers and stakeholders in Welsh civic society – present at meetings/conferences/seminars as necessary

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?

Working conditions and emotional demands)

- Personal resilience – able to withstand 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 team as required, in a constructive manner
- Travel across Wales (e.g. to support roadshows and attend conferences) and to other BMA offices across the UK as required

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: