BMA

Role profile

Role title	**Senior Policy Advisor**
Department and directorate	**Professional Policy and Activities (PPA)**
Job family level	**5**
Reports to (job title and name)	**Head of Regulation, Education and Training, Laura Russell**
Direct reports (job title and name)	**None**

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)

- Provide expert policy advice and guidance to a variety of audiences including senior staff, committees, chief officers and members on issues related to education and training.
- Research, analyse and develop policy proposals for consideration by senior staff, committees and members, including commissioning research and developing business cases, as appropriate.
- Develop consultation documents on policy options, risks and benefits for engagement with members, using digital and other channels of communication.
- Develop briefings, guidance and other practical support materials for members.
- Work with colleagues across the BMA to influence on behalf of doctors across the UK, as appropriate. This will include working closely with policy, negotiations, public affairs and communications colleagues to develop and deliver influencing and negotiation objectives, goals, and strategies.
- Represent the BMA at external meetings, conferences and other events, as required.
- Contribute to the development and delivery of the directorate's business plan, performance indicators and risk management plan.

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 development of open and evidence-based policy in health or health-related issues
− Ability to present policy reports (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 form and maintain strategic relationships with counterparts in stakeholder organisations
− Personal resilience - needs to 'own' policy reports/proposals and withstand challenges from elected members and external stakeholders

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
− Ability to challenge rationale for 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 and respond constructively to policy proposals produced by government, NHS England 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 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
− Policy proposals, guidance and critique of other organisations' proposals impacts on more than one branch of practice and at times, on the profession as a whole
− 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)

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 issues and projects.
- No direct management of staff, but responsible for matrix management of the work of policy advice and support officers and administrators, 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?

- Extensive contact with committee leads, committee chairs and committees, devolved nations and communications and engagement directorates. Purpose: to understand, challenge and agree policy proposals; present proposals, briefings and/or guidance; interpret and present other organisations' proposals to internal audiences
- Develop contacts with counterparts in external organisations.
- Represent BMA at external meetings – present proposals to counterparts and at 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?

- Ability to maintain focus and concentration while working in an open plan office
- Ability to co-ordinate home and/or office working to collaborate and communicate effectively with the team, members and stakeholders

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 responsibility – demonstrates a positive attitude and takes ownership and responsibility for work performance.
- Service focus – demonstrated 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 objectives
- Team working – works with colleagues cooperatively in own department and the wider organisation

Sign-off	
Manager: Laura Russell	Date: 18/04/2024
Role holder:	Date: