Role profile

Role title	**Senior Policy Advisor**
Department and directorate	**BMA Scotland**
Job family level	**5**
Reports to (job title and name)	**Head of NNR**
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 a high level of support and advice to BMA Scotland branch of practice committees and office bearers, developing and maintain a high level of knowledge and awareness of the key policy and negotiating issues within the remit of these committees
- Provide a high level of support to committee negotiating teams – this will include: providing expert advice to the team on complex contractual matters, building relationships with Scottish Government and MSG officials to facilitate negotiating objectives, contributing to the strategic and policy direction of the negotiating process, and ensuring negotiated agreements are translated into accurate/effective terms and conditions
- Support BMA Scotland campaigning work including preparation for national industrial action as necessary
- Research, analyse and develop proposals on policy options, negotiating positions, risks and benefits analysis, briefings, guidance and other practical support materials
- Prioritise and respond to ad hoc requests for analysis, research and advice as required
- Liaise with colleagues across BMA Scotland and the wider Association, with Scottish Government officials and NHS Scotland employer representatives via the Management Steering Group (MSG), and with other external bodies as appropriate
- Work with the Head of National Negotiations and Representation (Scotland) to help develop BMA Scotland policy on branch of practice issues, contribute positively towards BMA Scotland strategic objectives, and maintain a general knowledge of wider BMA policy to ensure consistency
- Be responsible for overseeing the governance of committee trust fund as appropriate, including ensuring that appropriate due diligence is in place to meet best practice.
- Represent the BMA at external meetings, conferences and other events as required
- Deputise for senior colleagues as required

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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.

- In depth, up to date and relevant understanding of medico-politics, the role of a trade union within the NHS, and the aims and objectives of the BMA
- Ability to engage, canvass and interpret opinions, facilitating discussion and finding consensus on issues from a diverse membership
- Ability to present 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 strategic relationships with counterparts in stakeholder organisations
- 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).

- Ability to challenge and influence policy positions and established view points in a fast paced and complex environment
- Ability to implement negotiating methodology and apply principles when relevant
- 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 Scottish Government, MSG 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)?

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Judgement (independence and level and impact limitations)

- 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
- Determine if, and deal with, policy 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 policy proposals and analysis that can be used to enhance the BMA's profile and reputation with the profession 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 committee responsibilities, negotiating issues and projects
- No direct management of staff, but responsible for the matrix management of one or more committee policy executives

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, particularly with Scottish Government and MSG. Represent BMA at external meetings and with key decision makers and stakeholders within the Scottish health policy and workforce environment

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

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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 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 Scotland (e.g. to support roadshows and attend conferences) and to other BMA offices across the UK as required.

BMA competency level required	
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	
Manager:	Date:
Role holder:	Date: