

Role profile

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| **Role title** | **Head of professional and policy committees** |
| **Department and directorate** | **Professional Policy and Activities** |
| **Job family level** | **3** |
| **Reports to (job title and name)** | **Head of Professional Policy and Activities** |
| **Direct reports (job title and name)** | **Senior Policy Advisors, Policy Advice and Support Officers** |



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| **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)* |

* **Lead on key areas of BMA’s professional policy work programme**, working closely with the BMA’s expert committees. This will include working with the Board of Science, Patient Liaison Group and Medico Legal Committee.
* **Ensure the BMA’s professional and specialist committees** **work strategically and deliver maximum benefit for members**. This will include development and delivery of impactful workplans across professional and specialist committees that contribute to the delivery of the BMA’s strategy
* **Identify innovative and impactful ways to involve medical students, doctors, patients and carers** in BMA policy development.
* **Oversee secretariat support** **to the BMA’s professional and specialist committees** (PASC), including the Board of Science and Patient Liaison Group. This will include working with the team to ensure committees operate within the association’s articles, bye-laws and standing orders
* **Identify and implement new ways of working** that increase the BMA’s impact and improve efficiency across committees
* **Lead, develop and manage a high-performing team** of senior policy advisors and policy and support officers
* **Manage the team’s budget**, develop business cases and ensure staffing capacity is allocated effectively
* **Ensure professional and specialist committees views are integrated into the BMA’s work** and represented in relevant areas of work - from policy development and to contract negotiations
* **Develop policy, commission research and produce guidance** on issues within the PPA team’s remit, engaging colleagues and BMA officers as appropriate
* **Identify opportunities to influence external policy** on issues of relevance to the BMA’s professional and specialist committees, working closely with colleagues across the policy and communications team
* **Oversee the development and delivery of effective member communication and engagement** across PASC committees, including committee newsletters and impactful events and conferences
* **Provide expert advice to the BMA’s senior officers** on issues within remit and represent the BMA at external meetings and events, as appropriate
* **Oversee elections** across professional and specialist committees
* **Play a key role in the PPA senior team**, working with theHead of PPA and senior colleagues to develop and implement a professional policy workplan and risk management plan

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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.* |

* Experience of working with experts, members, service users, committees or working groups to develop and deliver impactful programs of work
* Experience of developing evidence-based policy in a campaigning organisation, ideally in a membership organisation or trade union setting
* Significant practical experience of juggling competing priorities and demands for resources within limited budgets
* Practical experience of predicting and managing capacity
* Practical experience of driving improvements in ways of working
* Experience of managing conflicting viewpoints and analysing complex information, swiftly and accurately
* Understanding and/or ability to gain a rapid understanding of policy issues within the remit of the role
* Ability to present policy reports (in writing and orally) to a variety of internal and external audiences
* Ability to provide concise, written and oral briefings to senior staff, chief officers and chairs of committees
* Ability to lead and manage a high-performing team
* Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy
* Personal resilience – occasionally comes into contact with challenging members
* Ability to form strategic relationships with counterparts in stakeholder organisations
* Understanding of the association’s dual roles as trade union and professional body

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| **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 developing policy or programmes of work in a membership organization/ trade union setting
* Experience in the development of open and evidence-based policy
* Ability to carry out research into emerging policy areas, provide analysis of proposals, determine options, assessing benefits and risks and make recommendations to senior staff, chief officers, or committees as appropriate
* Ability to grasp new policy concepts quickly to take on new policy areas as required
* Ability to resolve internal conflicts to ensure that committees’ views are considered in development of association-wide policy position; and that reports for committees are produced in a timely manner
* 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 chair etc
* Using initiative and management skills to resolve resource conflicts creatively

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| **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)?* |

* Accountable for the effective delivery of committee workplans, events and meetings
* Accountable for delivery of portfolio of policy issues – may be subject matter expert on some policy issues
* Responsible for ensuring that the committee(s) can meet its responsibilities under articles, bye-laws and standing orders
* Responsible for ensuring delivery of the committees annual workplans
* Postholder is responsible for ensuring effective liaison between the interests of the committee(s) and wider policy development and for resolving conflict between committees’ disparate interests and policy positions
* Accountability for the work of the team and the team’s budget
* Sound judgement on the need to refer sensitive issues for higher level decision
* The work of the committees is highly valued by elected and representative members - the work of individual committees is intended to impact positively on members, all doctors and/or the public
* Policy proposals and analysis can be used to enhance the BMA’s reputation with members and external audiences (eg. government, public opinion)

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| **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?* |

* Accountable for the team’s contribution to achievement of strategic goals and directorate business plan
* Accountable for the team’s budget
* Leadership, performance management and development of specialist staff
* Responsible for a team of senior policy advisors whose subject matter expertise will be greater than that of the postholder

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| **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 noncommittee 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?* |

* Daily contact with chair of committee(s) and frequent contact with committee members
* Extensive contact with colleagues at all levels of the association– eg, chair of council, chairs of devolved nations’ councils, committees and committee chairs, executive team, leadership team, devolved nations and communications and engagement. Purpose: to understand, committees’ positions; resolve internal policy conflicts; resolve resource conflicts
* Extensive liaison with committee support manager to prioritise and allocate support staff to relevant tasks
* Extensive liaison with conferences team to plan and deliver committee conferences
* Represent BMA at external meetings – present proposals to counterparts and at conferences/seminars as necessary

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| **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 a hybrid working environment, including time on-site 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?* |

**Working conditions and emotional demands)**

* Personal resilience – able to withstand robust challenge from elected and other members and stakeholders.

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| **BMA competency level required** |
| **Behavioural competency** |
| 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 |

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| **Sign-off** |  |
| Manager: Gemma Cantelo | Date: 09/02/2022 |
| Role holder: | Date: |