Role profile

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| **Role title** | **Deputy head of committee secretariat (GPC)** |
| **Department and directorate** | **National Negotiation and Representation – Member support directorate** |
| **Job family level** | **4** |
| **Reports to (job title and name)** | **Head of Branch of Practice Committees** |
| **Direct reports (job title and name)** | **None** |

| **Summary – purpose of the role** |
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| 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) |
| * Responsible for effectively managing relationships between the GPC, its Executive, Local Medical Committees and BMA staff in the policy and engagement and communications directorates, to support effective and clear working and pre-empt potential problems
* Working with the Communication and Policy directorate and the GPC Head of Committee Secretariat, to foster close working relationships and clarity in terms of what the GPC seeks to achieve from public/member facing activity, managing expectations as necessary
* Take a lead role in the effective and smooth running of both GPC England meetings and LMC Conferences
* Review committee listservers for emerging issues, flagging potentially serious matters to Executive Team members and staff.
* Develop an in-depth understanding of the issues affecting general practice and use this to agree handling of difficult issues with the GPC chair, GPC Head of Committee Secretariat, BMA media team and any other relevant teams
* Responsible for agreeing additional public or member facing communications on an ad hoc basis after liaison with the engagement and communications directorate
* Contribute to the development of the GPC business plan, working with the GPC Head of Secretariat and liaising closely with colleagues in other directorates as necessary
* Accountable for the development and delivery of an annual workplan for the GPC
* Accountable for representing the GPC’s views on all relevant issues (policy development, implementation, guidance, negotiations) across the directorate
* Develop business cases (within the directorate’s framework) to commission research, or policy development outside of the remit of the GPC
* Develop business cases as necessary to support the priorities of the GPC especially in relation to communications, in line with overall BMA policy and strategy
* Work with the Communications and Policy Directorate to ensure that the GPC chair and Executive Team have the necessary support at appropriate meetings and events ensuring effective reporting, clear decisions and timely follow up
* Contribute to the development of the GPC business plan, working with the Head of Secretariat and liaising closely with colleagues in other directorates as necessary
* Take forward policy development and the production of support materials on issues solely within the remit of the GPC
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| **Skill (level and breadth of application)** |
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| 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 and/or willingness to work with chairs to develop agendas, collate papers, draft minutes, take forward action points and manage relationships on behalf of a committee with a range of stakeholders who are internal or external to the BMA
* Ability to understand the issues affecting GPs and to develop effective relationships with the GPC chair, Executive team and broader committee as well as colleagues across the BMA
* Understanding and/or ability to assimilate, process, identify risks and act decisively on policy issues within the remit of the GPC
* Ability to provide concise, written and oral briefings to senior staff, chief officers and chairs of committees, in readiness for meetings with Ministers and counterparts in stakeholder organisations
* Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy
* Ability to form effective relationships with counterparts in stakeholder organisations
* Project management skills
* Understanding of the Association’s dual roles as a trade union and professional body
* Diplomacy and the ability to influence/persuade others – the role will require contact with challenging stakeholders
* Ability to work with limited supervision
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| **Intellectual demands (complexity and challenge)** |
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| 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). |
| * A strong understanding of the challenges and opportunities facing GPs
* Broad understanding of medico-politics and the aims and objectives of the BMA
* 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 work effectively with colleagues in other directorates, to ensure that committees’ views are considered in development of association-wide policy position
* Creativity in the development of materials to support members to comply with policy, legislation, regulation, standards etc within the postholder’s portfolio
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| **Judgement (independence and level and impact limitations)** |
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| 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)? |
| * Contribute to and support the smooth-running of committee meetings with the Head of Committee Secretariat
* Accountable for delivery of a broad range of work streams– may well be the subject matter expert on some policy issues
* In partnership with the GPC Head of Committee Secretariat, responsible for ensuring that the committee can meet its responsibilities under articles, bye-laws and standing orders
* Responsible for contributing to the delivery of the GPC’s annual workplan
* Responsible for ensuring any proposed campaign related activity is fully supported by relevant GPC policy aims, and agreed with engagement and communications
* Sound judgement on the need to identify and refer sensitive issues for higher level discussion or decision
* Postholder is responsible for ensuring effective liaison between the interests of the GPC and wider policy development and for resolving conflict between committees’ disparate interests and policy positions
* Awareness of the impact of GPC work on the overall reputation of the BMA with government, stakeholder organisations, members and the profession as a whole
* Ability to innovate and improve processes including the Secretariat’s ways of working and co-ordination with elected Committee members
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| **Use of resources (supervision of resources and influence)** |
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| 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? |
| * Direct management of staff including a Policy Support and Advice Officer and a Coordination and Support Officer
* Responsible for deputising for the Head of the Committee Secretariat and management of the work of committee advice and support officers and administrators, as appropriate
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| **Communication (level, internal and external demands and significance)** |
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| 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? |
| * Regular contact with chair of GPC/ Executive team and frequent contact with GPC members
* Regular contact with BMA colleagues at all levels, including Directors, Chief Officers, senior managers, policy directorate and communications and engagement. Purpose of contact is to ensure that relevant matters are brought forward with the relevant individuals; that decisions are followed up quickly; that any potential problems are identified at an early stage and proposals made to resolve them
* Develop external contacts to understand other organisations’ priorities and initiatives; explore/negotiate partnership/ alliance working; early intelligence on developing policy; challenging evidence and proposals as appropriate.
* 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)**  |
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| 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 travel for various GPC related meetings and conferences
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| **Working conditions and emotional demands)** |
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| 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? |
| * 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
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| **BMA competency level required** |
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| **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** |
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| Manager: | Date: |
| Role holder: | Date: |