

Role profile

Role title	Senior Governance Officer (Council Secretariat)
Department and directorate	Council Secretariat
Job family level	5
Reports to (job title and name)	Senior Governance and Committee Manager
Direct reports (job title and name)	N/A

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 (e.g. to provide a full range of administrative support services to the department including x,y,z)

- Provide secretariat support Council and Organisation committee including drafting minutes, agendas, reports and chair briefings and ensuring smooth running of meetings.
- Ensure that committee(s) works within association's articles, bye-laws and standing orders
- Develop and deliver of an annual workplan for committee(s)
- Accountable for representing committees' views on all relevant issues (policy development, implementation, guidance, negotiations) across the directorate
- Liaison with policy advisers, researchers, communications and engagement directorate and colleagues in other directorates as appropriate to ensure that committees' views are incorporated into policy development including external consultations
- Develop business cases (within the directorate's framework) to commission research, or request policy development outside of the remit of the committee(s)
- Take forward policy development and the production of support materials on issues solely within the remit of the committee(s)
- Assist the Senior Governance and Committee Manager on all governance related issues and with development and delivery of Council's and the Organisation committee's work programme including checking all proforma submissions and standing orders.
- Assist the Senior Governance and Committee Manager with the Council's working together better group. Working with the chair and deputy chair of Council and director of corporate development to deliver a programme of improvement.
- Lead support for the Strategic Reference Group providing secretarial support and co-ordinating the work programme.
- Responsible for the Council committee elections any other elections as required.
- Any other duties as directed by the Senior Governance & Committee Manager.

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, e.g. 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, e.g. resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Strong background in corporate governance and the development, implementation and review of governance processes and structures.
- Ability to act as secretary to a committee, including working with chairs to develop agendas, collating papers, drafting minutes and taking forward action points.
- Meticulous attention to detail in writing, editing and proof reading documents in different formats.
- Ability to understand and work within a framework for open policy development
- Ability to gain a rapid understanding of policy issues within the remit of the committee(s)
- 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 influence highly articulate and challenging individuals, using expertise, tact and diplomacy
- Ability to form effective relationships with counterparts in stakeholder organisations
- Project management skills (consistent with BMA's project management framework - not Prince 2)
- Ability to manage election processes and produce related process and guidance documents.
- Understanding of the association's dual roles as trade union and professional body
- Personal resilience – occasionally comes into contact with challenging members

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).

- Preferable experience of working as a committee secretary and administration of elections is necessary, but the postholder is expected to develop rapidly the necessary practical and people management skills with support from line manager
- Ability to check all proforma and standing orders submissions to the Organisation committee, identifying relevant factors to make recommendations to senior staff or committees as appropriate
- 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
- With support from line manager, ability to resolve internal conflicts with colleagues in other directorates, 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
- Creativity in the development of materials to support members comply with policy, legislation, regulation, standards etc within the postholder's portfolio

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 smooth-running of committee meetings
- Responsible for ensuring that the committee(s) can meet its responsibilities under articles, bye-laws and standing orders
- Responsible for ensuring delivery of the committee(s)' annual workplan
- 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
- Sound judgement on the need to refer sensitive issues for higher level decision
- The BMA's work on policy issues has a significant impact on the BMA's reputation with government, stakeholder organisations, members and the profession as a whole

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?

- Responsible for dealing with members' expenses
- No direct management of staff
- Monitoring committee budgets including divisions as required

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?

- Regular contact with chair of committee(s) and frequent contact with committee members.
- Contact with colleagues at all levels of the association– e.g. chief officers, senior managers, staff in devolved nations, member relations and communications and engagement. Purpose: to ensure that matters of interest to the committee(s) are brought forward onto agendas; to check progress on follow-up actions from the meeting; to represent the committee(s)' interests across the association
- 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.

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?

- To attend the ARM from a Saturday to a Thursday.

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 robust challenge from elected and other members and stakeholders and work in a pressurised environment.
- 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

Values and behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date: