

Role profile

Role title	International Affairs Lead
Department and directorate	External Affairs - Communications and Policy Directorate
Grade	4
Reports to (job title)	Head of External Affairs
Direct reports (job titles)	1 x Senior policy adviser (SPA)

Job Overview– purpose of the role

*Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences***

Lead responsibility for managing the BMA's membership of the international bodies: World Medical Association, Commonwealth Medical Association and CPME and other European bodies

Duties and Responsibilities

What are 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)

Please provide a bullet point list

- Lead staff member for the BMA's International Committee
- Provide written and oral advice on international affairs issues and international relationships to Chief Officers, executive teams and committees
- Ensure that the BMA's work with international partners and international bodies meets the current and anticipated future needs of internal customers across the association, including in the devolved nations
- Working with colleagues across the External Affairs team and beyond to contribute to the delivery of plans to lobby domestically and internationally on the BMA's policy positions; advocate and embed policy positions across the membership
- Develop briefings, guidance and other practical support materials for members needing to implement policy into their practices and/or influence policy development in their locality
- Prioritise and respond to ad hoc requests for advice on international stakeholder relations
- Identify, develop and maintain productive and sustainable working relationships with key stakeholders around the world, including national medical associations
- Any other duties as reasonably directed

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.

- Significant practical experience in the development of strong international stakeholder relations
- Significant experience in the development of evidence-based policy
- Understanding of international issues concerning doctors and healthcare delivery, including in low resource settings and the impact of international regulation, policy and training on UK doctors
- Ability to present policy reports (in writing and orally) to a variety of internal and external audiences
- Ability to influence using expertise, tact and diplomacy
- Familiarity with power mapping and strategies to achieve change in complex political environments
- Ability to network effectively across the association to understand current and anticipate future areas for policy development and guidance/support materials
- Ability to form long term relationships with counterparts in stakeholder organisations in the UK and internationally
- Understanding of the association's dual roles as trade union and professional body and an ability to deliver against goals related to both roles
- Ability to manage conflict and come to an agreed resolution in high pressure environments

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).

- Expert in the development of open and evidence-based policy
- Ability to prioritise requests for policy development or analysis against competing demands, assessing wider implications for the association, deciding whether to proceed with the request and communicating the decision to the relevant committee chair etc

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)?

- Some degree of autonomous decision-making on the fit to association's strategic goals, directorate business plan and relative priority within agreed parameters
- Sound judgement on the need to refer sensitive issues for higher level decision
- Assessment of whether policy proposals, guidance and critique of other organisations' proposals impacts on more than one branch of practice and at times, on the profession and/or the public as a whole
Assessment of where 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?

- Leadership, performance management, development of specialist staff
- Lead responsible for one senior policy adviser

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 colleagues at all levels of the association– eg, chief officers, president, chairs of devolved nations' councils, committees and committee chairs, executive team, leadership team, devolved nations
- Maintain strong working relationships with medical stakeholders internationally including in individual national medical associations and umbrella multi-member organisations
- Develop external contacts to understand others' research 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

Maintain strong relationships in the context of conflict and conflicting priorities

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 travel internationally and perform to a high level whilst travelling and in unfamiliar environments

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 engage with elected and other members and stakeholders when robustly challenged
- Facilitative – able to collaborate with stakeholders internationally and in the UK, bridging policy differences with tact and diplomacy where required

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: