

## Role profile

<b>Role title</b>	<b>Special advisor</b>
<b>Department and directorate</b>	<b>Council Secretariat</b>
<b>Grade</b>	<b>Grade 3</b>
<b>Reports to (job title)</b>	<b>Chief of Staff</b>

### *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***

Supporting and assisting the chair of council as the political head of the BMA in addition to the Association's chief officers in the delivery of their priorities, the special advisor is a trusted source of strategic counsel on policy and political matters, while proactively supporting and managing key communications and liaison with key stakeholders for the chair of council.

### *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)*

- Accompanying the chair of council to meetings and visits as required, ensuring that he or she is well briefed, that notes are taken, and that actions and messages are distributed appropriately internally and followed up.
- Commissioning and producing clear and concise policy briefings for the chair of council and chief officers as required, analysing, interpreting and presenting data to highlight issues, risks and to support decision-making.
- Preparing speeches, presentations, newsletters and other communications for the chair of council in addition to the chief officers as required to ensure consistency of message across the chief officers' communications.
- Anticipating issues of interest to the chair of council and ensuring they and the Association's chief officers are fully briefed on all current issues and make recommendations in line with the BMA's policy and strategic priorities as appropriate.
- Supporting the chair of council and chief officers through the provision of accurate and timely advice, ensuring the logging decisions as appropriate and following up on the delivery of actions where necessary.
- Working with staff and elected members across the BMA to ensure the perspective of all committees and parts of the Association are incorporated into policy briefings for the chair of council and chief officers.
- Ensuring the chair of council's correspondence is managed effectively and responses are drafted to a high standard reflecting the tone and desired messages of the chief officers as required
- As required, prioritise high-level competing demands on the chair of council, to ensure an appropriate balance between internal, external and media appointments in line with their preferences and responsibilities

- Line-managing an Executive Liaison Officer

#### 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.*

- Excellent written skills with the ability to draft crisp copy for publication and speeches.
- Good understanding of member led organisations and the political landscape in which they operate.
- Excellent political judgement and a good understanding of current policy and anticipated developments in the NHS and the wider public sector
- Strong relationship building and stakeholder management skills, successfully managing relationships at a senior level with highly developed political skills.
- Excellent analytical skills with the ability to make effective recommendations where complex and/or conflicting information may be given.
- Excellent IT skills including the use of Microsoft Teams particularly PowerPoint.

#### 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).*

- Self-starter with an ability to proactively co-ordinate and prioritise.
- Excellent interpersonal skills.
- Ability to think strategically and develop innovative and workable solutions to a variety of complex problems, anticipating and resolving problems before they arise.
- Communicate highly complex and/or contentious information concisely and clearly by providing briefings and technical analysis, ensuring the key messages are understood by a wide range of audiences.
- Demonstrates a collaborative approach to decision-making and problem-solving, challenging and supporting colleagues in order to get the best outcome for the BMA.
- Provides strategic input across all areas of responsibility to promote collaborative working and added value for members.

#### 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)?*

- Ability to manage competing priorities while exercising sound judgment, maintain discretion and use initiative in the absence of set guidelines.
- Able to act and make decisions autonomously on difficult subjects.

- Identify opportunities to raise the profile of the chair of council and chief officers in support of the BMA's overall policy and campaigning priorities.
- Ability to keep an overview of Council, Representative Body and individual committee priorities and issues to inform political handling.
- Ability to manage conflict constructively and troubleshoots problems.
- Ability to build own effective working relationships with chairs and committee members.

#### 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?*

- Line management responsibility for the Executive Liaison Officer.
- Lead on the prioritisation of chief officers' activities and management of their internal and external profile.
- Providing strategic and tactical advice to senior staff and chief officers
- Engagement with elected members.
- Establishing and maintaining strategic relationships with key partners and stakeholders (individuals and organisations) across the UK.
- Track the progress of any projects commissioned internally or externally by the chief officers and provide updates and take further action as appropriate to ensure delivery.

#### 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?*

- Reports to Chief of Staff
- Chief officers, board members, representative body, committee chairs and members
- Close working relationship with and the policy and communications directorate
- Executive and national directors
- Policy making bodies, trades unions and think tanks.
- Regulators and royal colleges
- Ministers, parliamentarians and civil servants

#### 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?*

- Personal resilience and ability to respond positively when faced with setbacks.

#### 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?*

- Fast-moving political environment internally and externally, requiring constant coordination and re-prioritisation.

## 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: Alex Flynn

Date: 22/3/2021

Role holder:

Date: