

## Role profile

<b>Role title</b>	<b>Assistant Special Advisor</b>
<b>Department and directorate</b>	<b>Council Secretariat</b>
<b>Grade</b>	<b>All BMA Grade 6</b>
<b>Reports to (job title)</b>	<b>Senior special advisor</b>
<b>Direct reports (job titles)</b>	<b>None</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 senior special advisor in their role supporting the chair and wider chief officer team. Including providing advice and support to the chair of council as the political head of the BMA and the other chief officers. Proactively managing communications and liaison with key stakeholders, both internally and externally*

*Working with the PA to the chief officers to manage and prioritise information to and from the chair of council and other chief officers where required, producing correspondence and communications materials and ensuring they are effectively supported through liaising with staff across the BMA on their behalf.*

### *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***

- Working with the PA to the chief officers, monitor and manage the chair of council's email inbox – including through directing emails to teams across the BMA as appropriate and continuously prioritising information and tasks
- Briefing chief officers and attending meetings with them, ensuring actions are captured and disseminated as appropriate
- Supporting with the delivery of the chief officers' priorities across the organisation
- Working with teams across the association to provide briefings for chief officers, using knowledge from working across the association to highlight risks or gaps
- Monitoring defined digital discussion forums – ensuring that sensitive or significant messages are flagged to the chief officers as appropriate and that responses to postings directed at them are produced in a timely manner
- Writing speeches and presentations for the chair of council and chief officers, with oversight from the senior special advisor where appropriate
- Overseeing the weekly newsletter from the chair of council/chief officers – reviewing all content for politically sensitive issues and writing complex parts with potentially high reputational risk

### Duties and Responsibilities

- Prioritise competing demands on the chair of council with oversight from the senior special advisor, through directing actions to teams and senior staff across the BMA as appropriate and continuously prioritising information and tasks, and in collaboration with the PA to the chief officers
- Supporting the chair of council and other chief officers with drafting correspondence, including sensitive correspondence with oversight from the senior special advisor.

### 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.*

- Proven experience of supporting elected leaders in a local authority, trade union, Parliament, or similar political setting (understanding the motivations and the priorities of elected leaders)
- Excellent writing skills, reasoning and political awareness, to inform communication style and priorities.
- Good negotiating skills to ensure requests from the chair of council and chief officers are communicated effectively across the organisation
- Excellent understanding of the NHS and wider health system, including policy developments
- Experience managing relationships with stakeholders on behalf of senior leaders
- Excellent judgement, able to navigate complex and sometimes conflicting advice to make effective recommendations, escalating more complex matters to the senior special adviser
- Excellent IT skills
- Good relationship building and networking skills.

### 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).*

- Ability to proactively co-ordinate and prioritise the chair of council's commitments
- Excellent interpersonal skills, including with senior staff, senior elected members, and teams across the association
- With oversight from the senior special advisor, develop solutions to a variety of complex problems, anticipating and resolving issues before they arise
- Providing briefings and technical analysis of complex and contentious issues. Seeking speciality advice where required from senior leadership across the association. Able to consider the advice and critically assess
- Communicate advice received by others to chief officers effectively, assisting in decision-making on issues with high reputational risk
- Demonstrate a collaborative approach to decision-making and problem-solving.

### 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 for the chair of council, while exercising sound judgment and escalating issues where appropriate
- Responsible for undertaking research, analysis and drafting briefings or other copy to a high standard and within requisite timescales
- Identify opportunities to raise the profile of chief officers in support of the BMA's overall policy and campaigning priorities
- In collaboration and with oversight from the senior special advisor, work with the chair of council and other chief officers to take decisions which can have an impact on the wider association
- Maintain discretion for highly sensitive and confidential areas of work
- Recommend actions and decisions on difficult issues with oversight from the senior special advisor, with potential high reputational impact
- Ability to keep an overview of the association to inform political handling
- Ability to manage conflict constructively and troubleshoots problems
- Ability to build effective working relationships with chairs, committee members and senior staff.

### 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?*

- Support the prioritisation of chief officers' activities with oversight from the senior special adviser
- Engagement with elected members
- 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?*

### Communication (level, internal and external demands and significance)

- Reports to senior special adviser
- Daily communication with chief officers, board members, representative body, committee chairs, members, senior staff, providing support and advice
- Close working relationship with and the policy and communications directorate
- Regulators, pressure groups, professional associations
- Members who raise any issues with chief officers with oversight from the senior special advisor and others
- Communication with above groups includes policy briefings, media lines, information and decisions on complex issues.

### 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?*

- Personal resilience – able to withstand robust challenge from elected and other members and stakeholders
- Flexibility – able to adapt to new ways of working, move into new areas of responsibility and support the team as required
- Flexibility and able to work beyond normal hours on occasion
- 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:

Date:

Role holder:

Date: