



LMC Liaison Project Officer – Role Profile

Purpose of the Role

The LMC Liaison Project Officer is an important member of the Calderdale LMC Support Team. The key purpose of the role is to support the Director of Operations in the delivery of the work programme. Other key functions include being responsible for keeping GPs and practice teams informed of current issues relating to primary care and beyond, to develop and provide communications of important messages, producing regular guidance and maintaining the LMC website. The role requires representation of the LMC where appropriate at meetings across partners, stakeholders and organisations as agreed.

Hours of Work

The contracted hours for the role are 30 hours per week (0.8wte). Due to the nature of the role, there is expected to be some flexibility but there are core hours that will be 10.00am to 3.00pm four days a week.

Place of work

The role will be based at the offices of Calderdale LMC in E Mill, Dean Clough, Halifax. There may be occasions where travel is required.

Terms

The salary for the role will be £23,500 per annum (pro rata).

The role will work directly to the Director of Operations who will be the Line Manager.

All other terms and conditions are detailed in the Calderdale LMC Staff Handbook.

Organisation Profile

Calderdale LMC is the professional voice for all NHS GPs and practice teams across Calderdale. The LMC is the body statutorily recognised by successive NHS Acts as the professional organisation representing individual GPs. Our purpose is to represent every GP in Calderdale, regardless of contractual status, supporting and informing on all matters relating to primary care.

Further information can be found at www.calderdalelmc.com

Key Tasks and Duties

- To be the first point of contact for Calderdale LMC and appropriately manage resulting communication.
- To develop a regular LMC Communique and ensure all Practices and GPs receive these in a timely manner.

- To undertake maintenance of the Calderdale LMC website and ensure this is kept up to date.
- To support the Line Manager in the development of new services and activities implemented by the LMC, this to include scoping, research, data collecting and the provision of essential information through effective reporting processes.
- Undertake follow up actions from LMC meetings as agreed with the Line Manager.
- Conduct research, as directed on issues raised by GP's, Practice Managers and individuals from other organisations with a view to presenting findings as appropriate.
- Provide accurate and timely information and advice to GP's, practice managers and other related organisations as appropriate.
- Develop excellent, productive and effective working relationships with external colleagues working for the NHS and Local Authorities and any other relevant organisation.
- Communicate and Liaise effectively with external agencies, stakeholders and organisations as required.
- Maintain contact with other LMC's as required.
- Attend meetings as requested and be an advocate/representative of Calderdale LMC supporting GP Practices as appropriate.

Required Competencies and Experience

- A demonstrable understanding of Primary Care and General Practice within the context of the complexity of the NHS.
- Both the ability and enthusiasm to learn and develop.
- An ability to be self-motivating whilst also functioning as an effective member of a team.
- Demonstrable skills in meeting deadlines whilst also remaining calm and focused under pressure.
- Experience of working with key software packages required to complete key tasks and duties including, Microsoft Office, creating publicity materials, basic website editing etc.
- Excellent verbal and written communication skills.
- Demonstrable competencies and experience in administrative and business procedures as required for the fulfilment of duties agreed.
- Political awareness.

Desirable Experience

- Administrative experience of a health setting. For example, General Practice, Acute Trusts, NHS Commissioning Bodies etc.
- High level skills and experience in Microsoft Excel, PowerPoint, Publisher and in managing the creation/updating of websites.
- Project Management skills and experience including the creation and oversight of project briefs, project planning and reporting.