



# Norfolk & Waveney Local Medical Committee

Representing all GPs in Norfolk, Gt Yarmouth & Waveney

## **Job Description**

**Job Title:** Secretary to the Committee

**Accountable to:** Norfolk & Waveney Local Medical Committee members

**Job Purpose:** To act as Secretary to the Committee. In lieu of a Chief Executive the post holder will also act as figure head of the Committee. The Secretary may assume a different title to Secretary i.e. Medical Director

**Commitment:** 30 hours (4 days) per week

## **Key Areas of Responsibility**

### **Statutory Responsibilities**

1. The post holder is required to understand all the statutory duties required of the LMC and ensure these are fulfilled in a timely manner. This will include ensuring the Committee complies with the provisions of the National Health Service Act (1946) and any subsequent and other relevant legislation affecting the Committee and an awareness of Local Performance Procedures, Disciplinary Procedures, guidance from the Department of Health and any other regulatory or advisory bodies that may impact on the effective working of local general practitioners.
2. Ensure that the Committee is run in compliance with the Constitution and policies at all times.
3. Oversee the production of the Annual Report.
4. Prepare and submit timely responses on behalf of the Committee to consultations and surveys.

### **Support to Constituents**

5. Ensure effective communication between the Committee and its constituents.
6. Provide clear, effective and timely responses to issues raised by constituents.
7. Provide guidance, assistance and non-legal advice to constituents, utilising support of the General Practitioners Committee and British Medical Association as appropriate, on various matters.
8. Responsible for ensuring GPs who are facing difficulties are supported in the most appropriate manner. This may mean signposting, providing pastoral support or the delegation of this role to an appropriate person. A post holder providing direct pastoral support must have undertaken appropriate training before undertaking such a role.

Provision of 7 and 8 may require undertaking practice visits or other meeting attendance as appropriate.

### **Support to the Committee**

9. Maintain an extensive knowledge including political and strategic awareness of matters affecting the Committee.
10. Understand, interpret and summarise relevant information and advise the Committee accordingly.

## **Representation**

11. Represent the Committee at a local, regional and national level as appropriate. This may involve working with the media, co-ordinating sub-groups, attending local, regional and national meetings. The post holder will be required to communicate the Committee's views and report to Committee promptly.
12. Build and maintain key relationship, as appropriate, to secure the Committees role as the credible and authoritative voice of general practice. Key relationships may include: Committee Members, constituent General Practitioners, other Primary Care providers, Secondary Care providers, commissioners of health services; including NHS England, Clinical Commissioning Groups and Public Health, the British Medical Association, the General Practitioners Committee, the Royal College of General Practitioners, the General Medical Council, Health Education England, Healthwatch and the Health Overview and Scrutiny Committee.
13. Attend various meetings and LMC and GPC conferences as appropriate.

## **Strategy**

14. Responsible for anticipating and identifying, with the support of other members of the Executive office, areas of strategic importance to ensure the Committee secures a strategic role within the local health economy. This will require a pro-active approach, coupled with an ability to understand and assess the implications of national initiatives.
15. Oversee the production of an annual business plan which will include policy direction and strategy for acceptance by the Committee.
16. Oversee and assist in the implementation of the annual business plan reporting regularly to Committee on progress.

## **Day to day operational functions**

17. Provide effective written and oral communication to Executive and Committee members, constituent GPs, Practice Managers and relevant organisations. Including the timely and accurate production of meeting notes, letters and articles and enquiry responses.
18. Ensure all actions arising from the day to day functions of the Executive are followed through in a timely manner utilising the tools provided and as appropriate.
19. Ensure in all activities accurate records are maintained which comply with the General Data Protection Regulation (GDPR) 25<sup>th</sup> May 2018.
20. Maintain and appropriately use information stored within the electronic diary, databases and filing systems.
21. Assist in the development of Committee meeting agendas and provide support to the Chairman and members during meetings as well as acting on recommendations of the Committee.
22. Assist in the development of agendas and speakers for meetings, events and training provided by the LMC.
23. Assist in ensuring the Committee represents value for money for constituents across the whole of its activities.

## **Human Resources (supported by specialist HR advice e.g. ACAS as appropriate)**

24. Support the development of Committee and Executive officer Human Resource policies as appropriate.
25. Contribute to the annual appraisal of Executive officers.
26. Assist in ensuring all Executive staff adhere to and act consistently in accordance with the Health and Safety at Work Act and Health & Safety law, Employment Law and LMC policies and procedures.

**Budget and Accounts**

27. Assist Executive officers in agreeing the annual Levy recommendations.

**Interpersonal relationships**

28. Work in accordance with Health and Safety at Work Act and Health & Safety law, employment legislation and guidance.

29. Work in accordance to the Constitution and all LMC polices, including the Code of Conduct.

30. Build and maintain excellent working relationships with other members of the LMC Executive office and Committee members; particularly the Chair, Vice Chair and Treasurer where appointed.

31. Provide high level support to the Executive officers in achieving the objectives of the Committee and the Executive office as a collective and as individuals.

**Other duties**

This job description is not exhaustive and may be amended from time to time in consultation with the post holder. The post holder will be required to undertake any other duties, commensurate with the post as may be required for effective performance.

The post holder is expected to undertake appropriate training and actively participate in ongoing personal development as defined within the Contract of Employment and Staff Handbook.

The post-holder will be subject to an annual appraisal.

Norfolk & Waveney LMC Chair Name: .....

Signature: ..... Dated: .....

Post Holder Name .....

Post Holder Signature: ..... Dated: .....

## Person Specification

### Job Title: Secretary to the Committee

	<b>Essential</b>	<b>Desirable</b>
<b>Clinical Qualifications</b>	Qualified General Practitioner	
<b>Registration</b>	Currently on the National Performers List  Currently on the General Medical Council Register, with no existing sanctions	
<b>Experience</b>	Attended meetings in a representative role	Currently undertaking general practice clinical commitments within the Committee area or have done so within the past 12 months.  Worked in a senior management role or directly with senior management  Project and change management
<b>Knowledge</b>	Sound knowledge of Microsoft Office including Word, Outlook and Excel  A sound understanding of all forms of NHS GP contracts  Understanding of NHS structure and function  Awareness and knowledge of data protection and confidentiality	
<b>Communication Skills</b>	Excellent interpersonal skills  Effective verbal and written communication skills  Ability to influence  Ability to negotiate effectively	Presenting  Pastoral support  Report writing
<b>Strategic thinking</b>	Development of organisational strategy  Policy development and implementation  Problem solving and decision making  Business planning	
<b>Personal Qualities</b>	Excellent organisational and time management  Ability to work as a team member and independently on own initiative  Professional and enthusiastic  Flexible/adaptable approach	

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