

The Humberside Group of Local Medical Committees Ltd

Application Pack: Wellbeing Lead

Representing GPs in Hull & East Yorkshire, North & North East Lincolnshire

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1. Background

The Organisation

The Humberside Group of Local Medical Committees Ltd (Humberside LMCs) is one of a unique group of organisations that exists across the country to represent and support GPs. We cover a wide geographical area that includes Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire.

The work we do includes:

- Advising GPs and their practices about NHS Regulations and medico-political issues
- Liaising and negotiating with other health bodies to represent the views and interests of GPs
- Supporting GPs experiencing problems
- Sharing information and good practice
- Organising workshops and events on subjects relevant to GPs and their practice staff
- Raising the profile of GPs and highlighting their role and achievements

LMCs are representative organisations. This means that we have a membership of GPs elected by their peers to represent them. Our members are grouped together into two separate LMCs that meet regularly to discuss issues relevant to primary care. These are:

- North & North East Lincolnshire LMC
- Hull & East Yorkshire LMC

We have a small staff team, known as the Secretariat, which does the day to day work of the organisation.

The Future

We have recently developed a new Strategic Plan which sets out a substantial programme of work that we want to achieve over the next three years. GP resilience and wellbeing are key components of this strategy and Humberside LMCs will be working in partnership with YORLMC to deliver this support across the Humber, Coast and Vale footprint.

As a GP, you will be living the very real challenges currently facing primary care. Burnout and stress, workforce issues, un-resourced transfer of work, funding issues, expectations from politicians and a rapidly changing primary care landscape are just some of the issues that GPs face daily. The LMCs' role is to liaise, negotiate, challenge and campaign to ensure that the voices of GPs are heard. We won't pretend for a second that we win every battle, but we certainly put our heart and soul into the fight.

Alongside the many barriers and problems, there are also opportunities. We have a GP workforce that deserves a bright future and an important part of the LMCs' work is to support, inform and enable.

As the face of general practice changes, the LMCs are committed to being at the forefront of discussions, defending GPs' rights, whilst at the same time playing an active role in shaping and influencing the future of primary care. We want to support GPs in leading the change and prevent them being 'done to' by others.

This Role

Our ideal candidate is a GP who wishes to retain a clinical role alongside the post of LMCs' Wellbeing Lead, although we will consider applicants who are not currently practising. As a minimum, the successful candidate will have a license to practice, be registered with the GMC and have practised as a GP within the last 12 months.

As well as a passion for primary care, you will have strong collaborative skills and the ability to influence and encourage others. You will also be willing and able to develop the considerable technical knowledge of primary care legislation and regulation that is required to carry out the Wellbeing Lead role effectively.

You will be capable of building and sustaining relationships with GPs, practice managers and the many other organisations that impact on general practice. You will also need the capacity to think strategically, look at the bigger picture and understand how information fits together. In addition to strong analytical skills, you'll be a great communicator.

Above all, you will understand intuitively how to get things done and how to apply your personal experience as a GP to a role that represents **all GPs**. It is a role that requires just the right balance of single minded determination, vocal dissent, compromise, tact and diplomacy.

You will work closely with the rest of the LMCs' staff team, our members and our committees, so an ability to work well as part of a team is essential.

In addition to all of the above, we need to you be reliable, flexible and quick to learn. This is a role that is very different to that of a frontline GP and it will suit someone looking for a new challenge and potentially a portfolio career.

Although our offices are based in Willerby, we represent GPs across Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire and potentially across the HCV footprint, so you must be willing to travel. It will therefore be essential for you to have a car available for work.

This is a part-time post and to meet the needs of the LMCs, this would be 7.5 hours per week to an agreed pattern. We are happy to discuss working hours and to negotiate a suitable working pattern with the successful candidate.

There will be a requirement to attend some evening meetings as part of this role so some flexibility will be required. We estimate that there will be an average of 1-2 evening meetings per month for which you will be able to claim time off in lieu.

Ideally, the successful candidate would be in a position to start as soon as possible but we can be flexible about this. Finding the right person for this role is our key priority.

More information about us can be found at www.humbersidelmc.org.uk .

Induction and Development

We are committed to supporting the development of our new Wellbeing Lead. Much of the learning for the role can only be done 'on the job' so we are not expecting to find someone with all the relevant knowledge and experience already in place. We are developing a comprehensive induction programme in conjunction with YORLMC and there will be support from your Senior Management Team colleagues whilst you learn the role.

2. Job Description

Job Title: Wellbeing Lead

Responsible to: Chief Executive

Main purpose of the role and job description:

The Wellbeing Lead role is a wide ranging and challenging role. The role will complement Humberside LMCs' existing pastoral care team which brings together many years' experience of defence bodies, NHSE and GMC procedures that will continue to provide personal and confidential support for individual GPs and practice teams in difficulty or experiencing major change.

The help needed will vary but Humberside LMCs' Wellbeing Lead will provide assistance with leadership and will explore ideas with Humberside LMCs and constituent practices that will help address challenges. The Wellbeing Lead will support general medical director responsibilities and will complement Humberside LMCs' existing team. The role will offer the right individual opportunities to:

- use their considerable experience to be a positive, passionate representative for General Practice, to make a difference at a local, regional and national level
- demonstrate clinical leadership, advising across a range of areas including workforce planning and developments, primary care management, system change and resilience of general practice to name but a few
- use and further develop their network of expert contacts across the local landscape
- provide practical support and interventions and signposting of other resources by visiting and working with individual GPs and practices across our region
- be available for one day per week for a 15 month fixed term contract.

Wellbeing Delivery

- Maintain a thorough knowledge of, or demonstrate a willingness to learn about, NHSE performance procedures.
- Evidence a good working knowledge of regulators' procedures, for example GMC.
- Engage in regular liaison with NHSE and CCGs ensuring that good working relationships with key individuals are developed and maintained.
- Work with the Secretariat to provide strategic leadership to Humberside LMCs' wellbeing strategy.
- Work with the Secretariat to deliver specific wellbeing projects and events.
- Ensure effective two-way communication with GPs in the locality with assistance from the Secretariat and other Humberside LMCs' members using means considered to be appropriate.
- Be available to meet with any GP, practice manager, or others where appropriate, who need help or are concerned about their welfare.
- Attend meetings with external organisations such as CCGs, ICSs/STPs, and NHSE and be comfortable with speaking in such forums.
- Identify and monitor funding flows outside GMS.
- Signpost around a broad range of topics including:
 - confidential advice on personal matters
 - professional standards, ethics, conduct and performance
 - complaints (individual, confidential help and support)
 - disputes – both partnership or with other organisations
 - confidentiality and consent issues
 - CQC activity, process issues and adverse reports.
- Provide confidential advice, interceding where appropriate, with other agencies on a GP/practice's behalf or signposting them to other sources of help and advice.
- Meet with representatives of other organisations as Humberside LMCs' representative where appropriate.

- Bring an autonomous, confident, positive and proactive approach to problem solving in a collaborative style.
- Negotiate effectively with multiple stakeholders from many arenas and be sensitive and flexible in negotiation and communication style.
- Multi-task dealing with multiple interruptions.
- Move between tasks flexibly with strategic longer-term projects, routine enquiries and crises that require an immediate response.
- Liaise with multiple stakeholders, both within and outside of General Practice.
- Meet with national and local leaders to explain problems and explore solutions on any issue affecting GPs.
- Liaise with Humberside LMCs' Practice Manager Resource and locality Practice Manager Groups across the locality.
- Demonstrate leadership and the ability to encourage and manage debate.
- Demonstrate medico-political awareness.
- Manage potential conflicts of interest.
- Participate in an annual peer appraisal process.
- Demonstrate equity, fairness and representativeness in undertaking all duties.

Medical Secretary Support

- Comply with the provisions of the National Health Service Act (1977 & 2006) and amendments thereof and any relevant Statutory Instrument affecting the position of a Local Medical Committee and general medical practitioners.
- Provide support to the Medical Secretaries to the organisation's two Local Medical Committees (Hull & East Yorkshire or North & North East Lincolnshire).

Supporting GPs and Practices

- Receive, assess and respond to queries and issues from individual GPs and practices.
- Identify and respond to local and national issues affecting general practice and developments within health and primary care.
- Develop positive relationships with GPs and their practices.
- Provide advice and support to GPs and practice staff on a wide range of issues including, but not limited to,
 - contractual, employment and partnership matters
 - premises
 - pharmacy and dispensing matters
 - personal matters
 - professional standards, ethics, conduct and performance
 - complaints & disputes
 - appraisal and revalidation
 - IT (GPSoc etc.)
 - confidentiality and consent issues
 - inspection
- Help and support GPs and practices with difficulties.
- Develop specialist knowledge and expertise of the medico-legal issues relevant to GPs including the various GP & primary care regulations.

Contributing to the Committees

- Assist with planning of agendas for LMC Meetings.
- Prepare informative and concise meeting papers summarising issues for discussion.

Relationships with Other Organisations

- Actively promote the LMCs by building and maintaining relationships with a wide range of other organisations including Primary Care Networks, STP, ICS, ICP, NHS England, CCGs, federations, councils, Healthwatch bodies, CQC, local representative committees and hospital trusts.
- Attend meetings and events to represent the LMCs.
- Liaise with other organisations to represent the views of GPs and achieve the best possible outcomes for general practice. Receive, assess and respond to initiatives from STP, CCGs, NHS England and council public health departments.
- Take an active role in NHS England Performance Advisory Groups and Performance List Decision Panels.
- Identify and troubleshoot emerging problems or issues in relation to relationships between GPs/practices and the many other organisations whose activity impacts on general practice.

Producing & Disseminating Information

- Produce written information and guidance in a range of formats including reports, advice sheets, emails, newsletter items and website content.
- Read and summarise documents, identifying relevant information for further discussion and debate.
- Assist in the development of the LMCs' social media profile.
- Promote the image of GPs and work with the local media to achieve this, providing press releases, quotes and interviews as appropriate.

Confidentiality

- Maintain the highest standards of confidentiality.

Organisational Development

- Work within the Senior Management Team of the LMC structure and liaise closely with the Chairs of the LMCs and the Board of Management, maintaining and developing constructive working relationships.
- Participate in initiatives and activities to develop the organisation.
- Actively contribute to the organisation's strategic planning process.

Other Duties

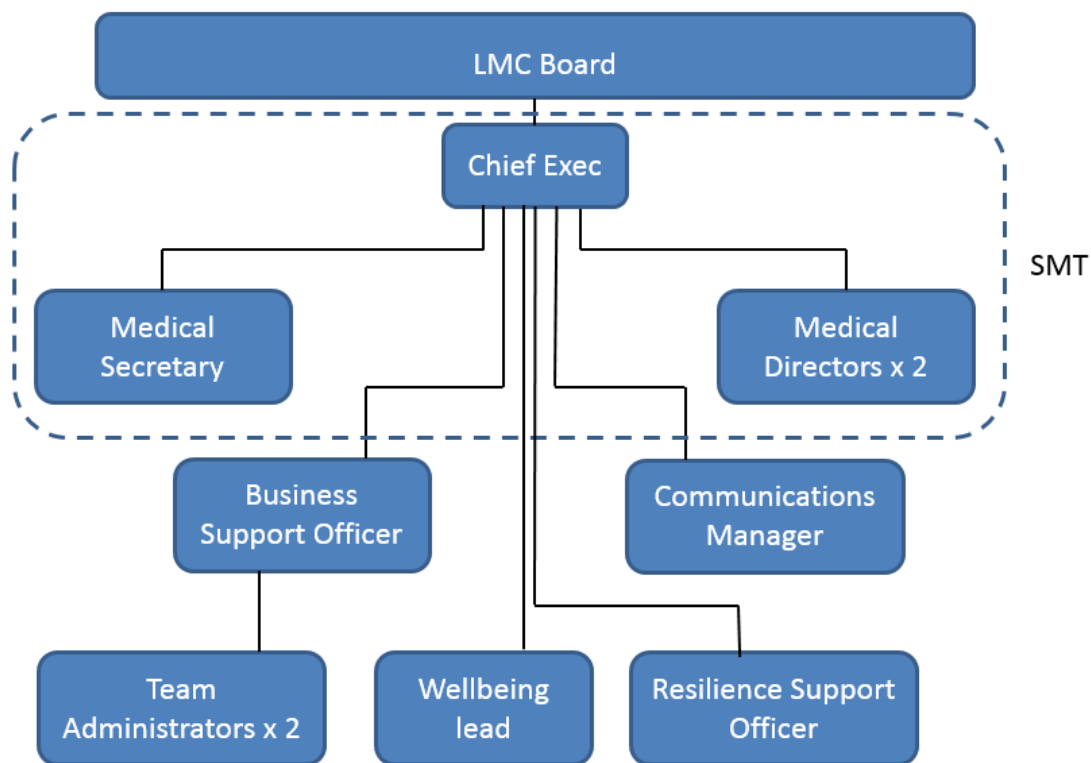
This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment in order to meet the organisation's needs in fulfilling its duties and responsibilities to the GPs it represents.

3. Person Specification

ESSENTIAL	DESIRABLE
Qualifications & Training:	Qualifications & Training:
General Practitioner	Working as a GP
Satisfactory record of continuous professional development.	Evidence of participation in personal and management development opportunities.
Experience:	Experience:
Minimum of 5 years' experience in general practice post-qualification.	
Evidence of leading service change with colleagues working within General Practice.	Evidence of working with NHSE, CCGs and others to develop services.
Knowledge & Understanding:	Knowledge & Understanding:
Demonstrable knowledge of the primary care landscape, including the commissioning process and an understanding of medico-political and medico-legal issues.	Understanding of NHSE, CCGs, ICSs, PCNs and any other new structures.
Thorough knowledge and understanding of professional regulation, performance management and complaints handling.	Relevant experience in a representative role, working with LMCs, NHSE, CCGs or other related employment.
Passion for general practice and a desire to champion general practice as a career.	Understanding of the local health economy.
Thorough knowledge and understanding of the regulations and legislation underpinning general practice.	Knowledge and understanding of practice financial and contractual matters.
Good strategic awareness of wider NHS issues.	Local knowledge of living/working in the Humberside LMCs' locality.
Understanding and experience of quality improvement.	
Sound knowledge of clinical governance and effective systems such as job planning, appraisal and clinical assessment.	
Good understanding of contractual, employment and partnership matters, recognising when to signpost to others.	
Knowledge and understanding of professional standards, ethics, conduct and performance.	
Personal Skills & Qualities:	Personal Skills & Qualities:
Excellent organisational skills.	
Good team leadership skills.	
Ability to communicate with staff at all levels and with colleagues within and external to the LMCs.	
Ability to deal with complex matters in a systematic and ordered way.	Proven ability to gather, analyse, interpret and prepare concise reports on complex data and to be able to use such data to assess performance and provide suggestions for service improvement.
A confident, positive and proactive approach to	

ESSENTIAL	DESIRABLE
problem solving in a collaborative style.	
Excellent facilitation and conciliation skills.	
Questioning and analytical mind with an ability to see the broader picture and identify the key issues.	
Effective negotiating skills, with sensitivity and flexibility in negotiation and communication style.	
Excellent communication and interpersonal skills including verbal, written, presentations and meetings with/to a wide range of people.	Excellent presentational skills. Confident public speaker.
Ability to engage effectively to motivate and influence colleagues at all levels.	
Good computer skills including Word, Excel, use of internet and website.	
Has the respect of peers, clinical credibility and can empathise with others.	
A solutions based outlook to challenges.	
Team player but able to work independently when necessary.	
Ability to deal with confidential issues tactfully and with empathy.	
Other:	Other:
Prepared to have a flexible approach to work, workload and working arrangements.	
Able to work a minimum of 2 sessions weekly (0.2 WTE).	
Ability and willingness to undertake extensive travel across the Humberside LMCs' area, and potentially across the Humber, Coast and Vale STP footprint, in a timely manner.	
Willing to attend occasional evening meetings.	
Driver with car available for work with business insurance use cover.	

4. Organisational Structure



5. Terms and Conditions

Remuneration:	£22,138 per annum
Contract Duration:	The post is supported by external funding for a fixed and continuous period of 15 months and will be delivered by way of a consultancy agreement between Humberside LMCs and the successful candidate
Training:	Induction training, plus other annual training, subject to an agreed personal development plan
Working hours:	7.5 hours per week – pattern to be agreed Please note you will be expected to routinely attend 1-2 evening meetings per month for which you will be able to take time off in lieu. To facilitate communication and training, you will also be required to attend occasional events and training that fall outside your normal working hours and again, you will be able to claim time off in lieu for these
Location:	You will be based at our lovely offices in Willerby but will be expected to travel throughout Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire. It is therefore essential that you have a car available for work. We reimburse bridge tolls and business mileage at 45p per mile
Probation:	There will be a 3 month probationary period for this role

6. How to apply

To apply, please submit a CV and covering letter. **Please ensure that your covering letter clearly states your suitability for the role in relation to the person specification and job description.**

Please contact us if you require information about the post or the application form in an alternative format.

We prefer to receive applications by email which should be sent to simon.barrett4@nhs.net . However, we will also accept applications by post. These should be sent to:

Simon Barrett, Chief Executive
Humberside Group of Local Medical Committees Ltd
Albion House
Albion Lane
Willerby
Hull
HU10 6TS

All applications will be acknowledged.

For an informal discussion regarding the post please contact Simon Barrett, Chief Executive on 01482 655111 in the first instance.

7. Recruitment Timetable

The closing date for applications is Friday 28 February 2020. We will not accept any applications received after **16.00** on this date.

We will communicate with all applicants no later than 10 March 2020 to inform them whether or not they have been shortlisted for interview.

Interviews will take place on 19 March 2020.

If you will not be available for interview on this date (e.g. due to a holiday that has already been booked) please inform us when you send in your application.

8. Interview Arrangements

Interviews will include a test designed to assess your skills and aptitude for the role.

Interviews will be held at our offices in Willerby which are located on the first floor and the building does not have a lift. If you are shortlisted for interview, we will ask you to inform us at that stage if you have any specific accessibility requirements or require us to make any adjustments for the interview e.g. offering an alternative location.

We value diversity in our workforce and are committed to equality in all aspects of our work.