

Job description and person specification

Londonwide LMCs & Londonwide Enterprise Ltd

Job Description

Job title:	Committee Liaison Executive
Accountable to:	Director of Primary Care
Responsible to:	Director of Primary Care
Job purpose	<p>Working with LMCs and LMC members to engage with their constituents, health and stakeholder organisations to increase the stability and long-term sustainability of general practice in London to support:</p> <ul style="list-style-type: none">• Local Medical Committees to fulfil their function of representing GPs and their teams;• LMC meetings and related meetings, which includes preparing meeting agendas, writing notes and coordinating the completion of actions;• The consistent delivery of Londonwide LMCs priorities across all geographical areas of our operations;• The delivery of identified local priorities.
Main responsibilities	<ol style="list-style-type: none">1. To maintain and develop contacts in other health organisations, GPs, and practice teams, BMA and other external organisations, liaising as necessary.2. To draft letters and reports.3. To co-ordinate consultation responses.4. To support the allocated LMCs by providing briefing sheets and background information as necessary.5. To request and collate specialist input where appropriate, such as clinical, contractual and Information Governance, supporting LMCs in making informed decisions and to inform borough-level negotiations.6. To service Local Medical Committee meetings and related meetings by preparing agendas, writing notes and supporting the delivery of actions agreed at the meeting.7. To provide the most appropriate effective system of recording and reporting LMC activity.8. To support information and communication processes, including listservers, e-alerts, newsletters and the website.9. Supporting Londonwide work to ensure effective operation and governance of LMCs.10. To support LMCs to ensure effective delivery of engagement activities and meetings, ensuring that any systems in place to support this are appropriate and

	<p>continue to meet any required changes.</p> <p>11. To support project and policy work as agreed with the line manager which may include:</p> <ul style="list-style-type: none"> • research; • critical analysis of documents; • development of specialist areas of expertise; • contract / specification analysis; • involvement in internal and external working groups; • Inputting into NHS consultations.
Strategic/operational scope	This is an operational role supporting effective member representation and constituent engagement, ensuring that associated activities are planned, co-ordinated and all LMC/borough-level enquiries are dealt with responsively.
Relationships	<p>All colleagues within Londonwide LMCs. LMC chairs and members. Constituents, including practice managers. Key local organisations e.g. CCG, NHSE, Public Health, Local Authority, GP Federations, PCNs and Networks.</p>
Management	<p>The post holder will be motivated and flexible with good self-management, with close attention to detail.</p> <p>They will need to work in an organised way to ensure that multiple priorities are delivered in a timely way.</p> <p>They will need to work as a member of a team, contributing to a mutually supportive environment.</p> <p>Be involved in project work as required.</p>
Knowledge	<p>The post holder will be expected to build knowledge of general practice and the NHS experientially. They will be expected to take a pro-active approach to their professional development and keep well informed about current health matters and to undertake relevant training where appropriate.</p> <p>As the post holder develops, there is scope for the role to extend to become more involved in LMC activities, committee matters and projects.</p>
Communication	<p>Demonstrate and employ excellent inter-personal and communication skills and be able to build positive relationships with staff at all levels.</p> <p>To collate and draft material for local newsletters.</p> <p>To build relationships and communicate effectively with LMC members, local stakeholders.</p>

Londonwide Enterprise Ltd	To work jointly in the interests of Londonwide Enterprise Ltd, liaising with LEL as required.
Place of work and Travel	This role is based at the company's London offices in Tavistock Square, although regular homeworking is supported. Travel to the office (commuting) or to external meetings in a timely way is required according to business need. If driving for work travel, a risk assessment must be completed including details of appropriate insurance and licencing.
Technical	Utilise information and communications technology (ICT) including word processing, spreadsheets, databases, internet, email, electronic diary, to achieve the objectives of the post. Appropriate connectivity and equipment (unless otherwise supplied) will be required to accommodate home working.
Policies and procedures	To be familiar with Londonwide LMCs / Londonwide Enterprise Ltd policies and procedures and act in accordance with them.
Appraisal	Participate in the appraisal system and attend 1:1 and group operational meetings with the line manager, as required.
Data protection and confidentiality	To treat information appropriate confidentiality, complying with the requirements of the 1998 Data Protection act and subsequent guidance implemented by the Information Commissioner's Office.
Health and Safety	To contribute to creating a healthy and safe environment by following the safe systems set out in the Health and Safety policy. To be familiar with this information and to act in accordance with it.
Equality / Behaviour	Operate within an equality framework, upholding the principles of the company's Equality Policy and 31 Practices.
Other duties	Undertake any other duties as required to fulfil the objectives of the post.
Review	This job description will be subject to regular review and Londonwide LMCs / Londonwide Enterprise Ltd reserve the right to amend or add to the duties and responsibilities listed. The post holder is required to be flexible in developing the role in accordance with changes in the NHS and with the changing agenda, policies and priorities of Londonwide LMCs and Londonwide Enterprise Ltd.

Postholder name	
Signature	
Date	

Person Specification

Criteria		Essential	Desirable	How tested
1. Qualifications	Graduate or equivalent experience	Y		
2. Role Experience	Experience of working in a public sector arena		Y	
3. Task experience	An interest in health and primary care	Y		
4. Specialist knowledge	Demonstrated interest in developing new skills and knowledge	Y		
5. Key skills	Proactive organised approach	Y		
6. Relationships	Able to build responsive collaborative relationships with a wide range of stakeholders	Y		
7. Interpersonal skills	Able to build effective relationships with others and different levels of seniority	Y		
8. Strategic/ operational exposure	Ability to work with others and assimilate new information	Y		
9. Project management	Willing to contribute to projects		Y	
10. Record of delivery	Experience of working with committees or membership organisations	Y		
11. Technical skills	Effective IT skills including word processing and databases	Y		
12. Continuous professional development	Ability to learn new skills and develop knowledge base both experientially and through personal research	Y		