

## GPC England Officer role profile

<b>Role title</b>	GPC England Officer
<b>Time commitment</b>	A minimum of 2.5 days per week (N.B. availability will often be required outside of these scheduled days)
<b>Remuneration</b>	Details of remuneration and other terms and conditions associated with the role can be provided upon request to <a href="mailto:info.gpc@bma.org.uk">info.gpc@bma.org.uk</a> .

Purpose of role / key responsibilities	
<i>List the core duties of the role and any special responsibilities</i>	
<p>It is the responsibility of a GPC England officer team member to:</p> <p><b>Leadership and representation</b></p> <ul style="list-style-type: none"> <li>– Provide leadership and vision for GPs in England alongside fellow officer team members, led by the chair</li> <li>– Upholds the professional image of doctors and the BMA, and is comfortable with the exposure required by being in a senior and high-level position as a leader of the profession within the BMA/GPC England</li> <li>– Accurately and fairly represents the views (internally and externally) of GPs in England and GPC England</li> <li>– Take personal responsibility and accountability for delivering on specific agreed objectives</li> <li>– Build good working relationships with BMA staff, colleagues, and any other relevant stakeholders</li> <li>– Provide support and mentoring to less experienced committee members</li> <li>– To coach and mentor newer members of the GPC England as appropriate, keeping in mind the need for succession planning.</li> <li>– Uphold and abide by the BMA behaviour principles and code of conduct</li> </ul> <p><b>Strategy and policy development</b></p> <ul style="list-style-type: none"> <li>– Agree and take forward the committee strategy for the session, identifying work priorities</li> <li>– Develop strategy for the officer team and the GPC, including long-term focused plans to maximise the success of the GPC England</li> <li>– Contribute to the development of strategies for communication with and support for, GPs and LMCs in England, working closely with BMA staff</li> <li>– Lead on specific areas of GPC England activity, coordinating subcommittees or task and finish groups as appropriate.</li> <li>– Participate in negotiations of all aspects of nationally negotiated GP contracts in England</li> <li>– Take joint responsibility for the output and results of the GPC England, within LMC conference policy and by GPC England</li> <li>– Develop policy and guidance on matters affecting GPs working in England, working closely with BMA staff</li> </ul> <p><b>Stakeholder engagement</b></p>	



- Influence senior leaders internally and externally to deliver the objectives and the agreed strategy of GPC England
- Lead discussions on GP-related issues with NHS England, Department of Health and other stakeholders
- Liaise closely with colleagues in Scotland, Wales, and Northern Ireland
- Ensure committee is represented/has an input into cross-branch-of-practice working groups on key issues, negotiating, and collaborating with other branches of practice within the BMA
- Liaise with members of the committee should any work require input from the committee between meetings
- Contribute actively to officer and GPC England listservers

## Skills / personal attributes

*Describe the skills and personal attributes necessary in the role*

### **Behaviours and ways of working**

- Demonstrate values and behaviours that support and contribute to collaborative team working
- Responds positively when faced with setbacks and learns from mistakes
- Ability to work collaboratively with staff employed by the BMA
- Personal resilience to deal with any challenges facing the profession/ policy groups; ability to take a solutions-focused approach
- Ability to maintain confidentiality in line with GPC and BMA guidelines
- Can work to tight deadlines, and with a flexible approach to working hours, commensurate with the seniority of the position
- Ability to contribute to the development of, and is mindful of working within, relevant budgets

### **Experience**

- A professional with at least five years' experience of influencing policy and/or negotiating contracts for independent contractors, or other terms and conditions on behalf of employees or employers
- Experience of working with external stakeholders and understanding their decision-making processes

### **Knowledge**

- Broad understanding of the wider NHS and the current political environment
- Demonstrates a deep understanding of current general practice and the current issues facing all GPs
- Demonstrates a broad and current knowledge of the health sector and structures relevant to GPs e.g. CCGs

### **Leadership and management**

- Ability to set expectations, direct, consult and build morale and motivation to deliver high-quality results either as part of a team or in collaboration with others
- Makes clear judgements and identifies solutions based on a broad view of the external, political, economic, and legislative environment
- Ability to manage an often-diverse group of people, using resources effectively and maximising the effectiveness of the group

- Ability to effectively manage diverse opinions, challenges, and interpersonal conflicts

#### **Analysis**

- Is innovative and capable of analysing complex information, identifying core issues, evaluating information, and generating appropriate solutions
- Is experienced in analysing contractual and financial information

#### **Personal influencing**

- Ability to influence senior leaders internally and externally to deliver the objectives and strategy of GPC England
- Ability to play a constructive role even where disagreements occur; interpersonal skills to approach challenging discussions constructively and with respect towards colleagues and staff
- Provides well-thought through opinions and can challenge others confidently, yet sensitively, when appropriate
- A skilled negotiator with different stakeholders e.g. employers, commissioners, government and other relevant bodies

#### **Communication**

- Ability to deliver key messages to senior individuals both internally and externally, including BMA staff; chief officers and members of other branch-of-practice executives; leading GPs; key figures from within the Department of Health and NHS England; ministers; parliamentarians; civil servants and broader stakeholders including regulators and royal colleges so that they are consistent and have integrity
- Can confidently convey messages in a compelling and persuasive, adaptable manner to match the situation and audience
- An experienced public speaker and can act as spokesperson for the GPC England (media training is provided);
- Ability to prepare articles for publication, and communicate strategy and outcomes

### **Meetings/ Time commitment**

#### *Possible weekly/monthly time commitment*

The role holder can expect to be contracted by the BMA for a set period of 2.5 days per week, however it is impossible to confirm the maximum commitment to the role which may require last minute arrangements and working over weekends.

The role holder can expect to (but not limited to):

- Attend each meeting of the committee England 4 times a year
- Attend other committee meetings i.e. GPC UK, RCGP/GPC liaison meetings etc
- Attend weekly officer team meetings with staff
- Attend the annual England LMC conference
- Attend the annual UK LMC conference
- Attend the annual LMC secretaries conference
- Attend the annual representation meeting (ARM)
- Attend relevant committee meetings including external and overseas meetings
- Attend induction and training as require by the BMA

- Prepare for committee meetings, setting agendas, drafting papers etc
- Attendance to meetings with external stakeholders
- Attendance to negotiation meetings, including pre-planning and post reviewing meetings
- Attend meetings with policy leads including sessional GP executive and GP trainee's chair
- To contribute to emails and listserver discussions
- Attend media interviews
- Provide support and assistance to the chair
- Communicate and work together with staff leads
- Ad hoc additional requirements depending on circumstances

## Terms and conditions

### *Terms of office*

- An officer team member shall be elected on a three-year term by voting members of GPC England or until a new committee chair is elected or re-elected (whichever is sooner) and shall be eligible for re-election on the same basis thereafter
- Nominees for the post of officer team member must be GP members of the BMA
- Nominees of the post of officer team member shall be elected by voting members of GPC England

**July 2022**