



Job Description – Executive Officer: Committee, Governance & Business

Reporting to: Chief Executive

Grade, hours and contract: Band 8+ 37.5 hours per week, hours can be flexible. Permanent role.

Pension: 14% employer contributions to a workplace or personal pension (not NHS)

Location: At present working remotely from home, but in the future flexibly working from home and operating from the office in Knapwell, CB23 4GG. It is possible that some travelling may be necessary throughout Cambridgeshire and Peterborough, and up to twice a year, potentially nationally for the day to the annual national/UK LMC conferences. Access to a car will be essential. Free parking is provided at the Knapwell office.

Job Purpose & Scope:

The role of the Executive Officer is to support the CEO and wider Executive team in responding to GP and practice queries and advice; and acting as the Executive lead in:

- Ensuring compliance with necessary corporate and clinical governance and data for Cambs LMC Ltd
- Acting as the key secretariat for committee, board and clinical director organisation, communication and liaison
- Taking the LMC forward in its business role as a provider of education, training and development opportunities for GPs and their practice teams
- Co-ordinating organisational development for the executive team, board and committee
- Facilitating communication and working with key external stakeholders (e.g., CCG, training hub, STP/ICS) opportunities for the LMC as a provider
- Acting as key liaison with trainees and sessional GPs
- Supporting, and where necessary deputising, for the other Executive lead (e.g., when on leave)
- Representing the LMC in external meetings relevant to their areas of responsibility

Key accountabilities:

Responsible for:

- Ensuring that the committee runs smoothly and efficiently, producing minutes and ensuring their timely publication on the website, acting as returning officer running committee and board elections
- Ensuring that office systems and governance support the delivery of the key aims and objectives of the LMC, and leading the agreement and implementation of the business plan
- Ensuring that the work of the Chief Executive, executive team and board deliver on the business plan, which is itself supported by up-to-date, robust policies and procedures as well as appropriate equipment.

- Ensuring that HR and other LMC Ltd policies fulfil and comply with legal, statutory and regulatory requirements.
- Maintaining the health and safety of the LMC team whilst at work.
- Managing and maintaining the systems to support any reporting frameworks on the status of projects and the statutory business of the LMC.
- Acting as key joint point of contact for constituents and lead in running the day-to-day organisation of the committee and its board, and clinical directors' forum, including committee liaison and taking minutes of meetings.
- Acting as a link between all those working on the delivery of LMC plans including the project-based and practice development work, the statutory business of the LMCs and the other work of the committee.
- Ensuring the views of the LMC Ltd office team are represented appropriately when representing the LMC to external stakeholders

Key Tasks:

1. Organisational governance, policies and procedures

- a. To ensure all policies and procedures are reviewed regularly, kept up to date and in line with legal statutes and regulation (including HR policies and procedures, with specific note to equality and diversity obligations and policies).
- b. To liaise with the office manager in ensuring that the board and committee diaries are accurate at all times.
- c. To ensure that the annual cycle of Executive, company and committee meetings and other functions are organised and take place as necessary.
- d. To monitor timelines and ensure that members of the team are supported to deliver their responsibilities efficiently and on time.
- e. To maintain the necessary databases of the company members, the committees, constituent GPs and other stakeholders to enable the functioning of the LMC Ltd and committees, and the electoral roll of constituents.
- f. To write status reports for the board and executive team as necessary.
- g. To assist the CEO in the writing of the company's Annual Report

2. Business organisation & Workforce Development

- a. To support the work of the Chief Executive in creating and executing a business strategy and plan for the LMC Ltd
- b. To ensure Health & Safety policies and procedures are regularly reviewed and kept up to date.

- c. To obtain regular appropriate assessments of the working environment to ensure the health and safety of the LMC team within the work environment and act appropriately upon the advice received.
- d. To update the board on issues and risks arising from any Health and Safety assessment.
- e. To jointly ensure appropriate meetings and channels of communication (including newsletters and other digital forms of communication) are maintained between the LMC Ltd and all appropriate stakeholders especially NHS bodies and general practices, locum and sessional GPs and trainee GPs.
- f. To support the Executive Lead for IT in ensuring the LMC Ltd website is maintained and kept up to date, taking personal ownership for areas of own responsibility.
- g. To lead on Executive team development including arranging annual appraisals and agreeing templates and co-ordinating feedback to the CEO.
- h. To lead on planning, devising and facilitating educational or training events on behalf of the LMC liaising with relevant external stakeholders.
- i. Act as an effective hub of internal communications to the wider team, board and committee members ensuring that they feel informed and represented in their points of view.
- j. To support and ensure all team members are able to link practice and pastoral, support, business training and development work with the essential and statutory work of the LMC, to ensure delivery of an LMC Business Plan.
- k. To attend team and other meetings to maintain communication on the delivery of the key LMC projects.

3. Committee and Board Secretariat & Support

- a. To support, as appropriate, the work of the Chief Executive in delivering the essential and statutory work of the LMC, especially regarding the administration of the regular meetings, including the follow-up on and execution of all agreed minutes and actions from meetings.
- b. To provide guidance to committee Chair, board directors and members regarding governance, policies, procedures and systems which ensure the smooth efficient running of the LMC Ltd and support the delivery of a business plan.
- c. To organise electronic elections both on a regular basis and an ad hoc basis as required and act as the returning officer.

4. Other roles

- a. To support other members of the team in maintaining support and providing practical advice and guidance to local GPs and practice managers as necessary.
- b. To encourage the 'One Team' approach and support other team members to deliver their objectives and attend meetings on their behalf when appropriate.
- c. To undertake any other reasonable responsibilities and tasks as may be required

Competencies, experience and qualifications

- 1) Provider/commissioner management or business leadership experience
- 2) An understanding of the business, contracting and commissioning of general practice
- 3) Excellent time management skills
- 4) Excellent written and verbal communications skills, including presentation skills
- 5) A proven ability to influence people through persuasive argument and the use of evidence-based information
- 6) A continuous learner
- 7) Confident and able to question or challenge appropriately
- 8) Competence in the use of IT
- 9) A 'starter finisher' and an eye for detail
- 10) A team player who builds and maintains relationships
- 11) An ability to look ahead and be proactive

Dr Katie Bramall-Stainer

Chief Executive

26 March 2021