

## **Job Description**

### **Deputy Executive Director**

#### **Job Purpose including main duties and responsibilities:**

The main purpose of the job is to support the Executive Director in ensuring Somerset LMC's function is carried out efficiently and effectively on behalf of its members and to deputise for the functions of the Executive Director in their absence. The Deputy Executive Director will work with the Executive Director to ensure the infrastructure, skills and knowledge are in place to deliver the Somerset LMC, SGPET and Training Hub strategy and to inform that strategy to the Chair, Medical Director, Education Lead and the Committee.

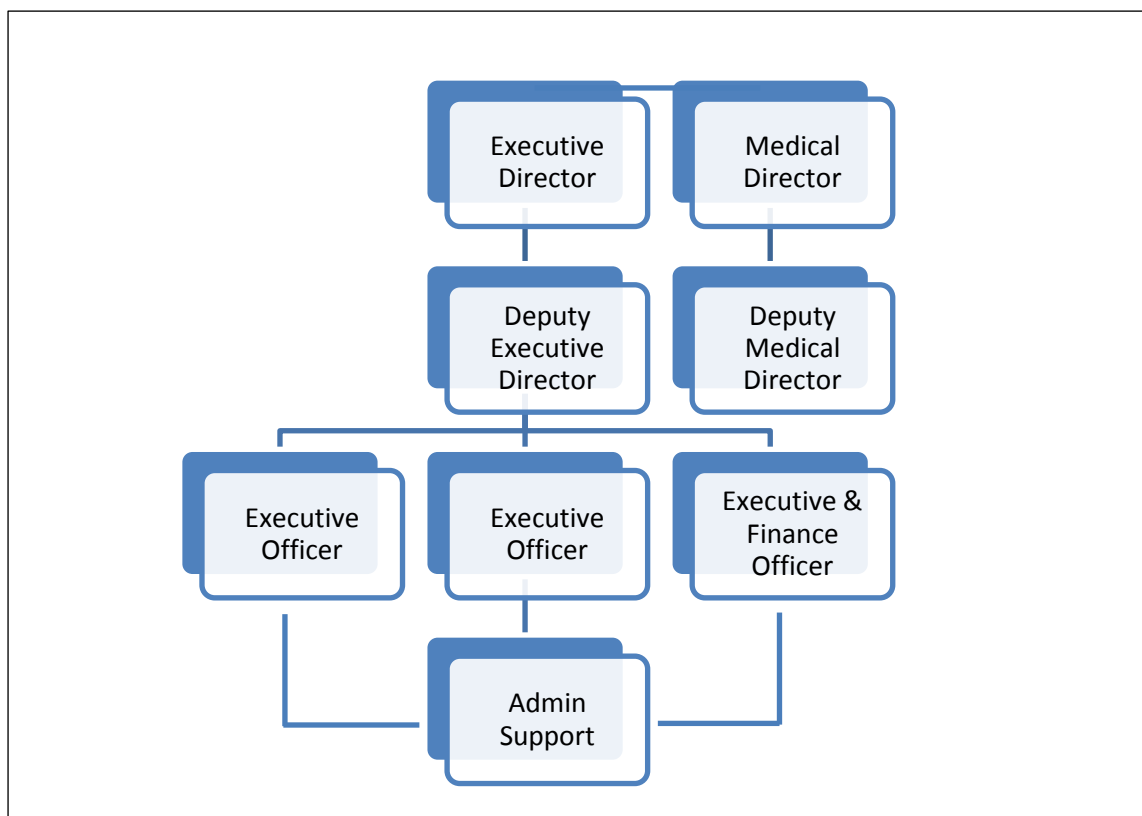
The LMC team provides support, advice and information to General Practices as well as liaising and negotiating with Primary Care and commissioning organisations. It also has Education Trust and Training Hub functions.

#### **Main duties and responsibilities:**

- To assist the Executive Director in the management of the day to day running of the LMC office reporting to the Executive Director
- Ensure staffing levels are met and managed
- Ensure all LMC protocols and policies are up to date
- To perform responsibilities and duties in the absence of the Executive Director as directed
- Lead and manage the appraisal process for employees
- To assist in the development and delivery of annual business plans, identifying key activities and priorities and developing business cases for extra resources as required
- To offer high level advice and support to members and practice managers, attending practice manager meetings as required to promote the work of the LMC and provide up to date information
- To maintain and develop effective relationships with practices in Somerset
- Ensure advice given to members is consistent and legally valid across the organisation.

- To take the lead on specific projects of the LMC and Training Hub as determined by the Executive Director and Education Lead
- Have an understanding of GDPR for any necessary support needed for practices
- Assist in the production of the LMC weekly update and to check for accuracy and relevance
- Assist with practice queries from contracting to operational issues
- Ensure the LMC website is current and up to date
- Assist with Payroll and finance issues
- To maintain a knowledge of national guidance and instigate the LMC's response and advice to GPs
- Assist with the management and coordination of the Practice Support team, Somerset GP Education Trust and Somerset Training Hub and provide updates on activity to the Executive Director

#### Somerset LMC Structure



**Person Specification**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management	Management experience at a senior level	NHS or Primary Care background Management of a budget	CV Interview
Experience	Change management Project management	NHS background Working with clients Influencing the approach of public bodies	CV Interview
Practical Skills	Project management Presentation skills	Coaching experience	Interview
Communication	Strong written and verbal communication skills Strong interpersonal skills Report writing	Negotiation	Interview
Personal Qualities	Professional and positive approach Self-motivated Relationship building Influencing others		Interview
Strategic Thinking	Research skills Problem solving Decision making	Policy development and implementation	Interview
Technology/IT Skills	Competent in Microsoft Office packages		
Education and Training		Degree level or equivalent	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1

**Creativity and innovation**

Measures the extent to which the work requires innovative and imaginative responses to issues (frequently blue sky thinking)

Develop and recommend a practical response to large scale and local issues in relation to General Practice

Work with Executive Director to advise, inform and develop strategy for Somerset LMC

**Links with other officers, constituents and service users**

Looks at the type and level of people the job needs to deal with the purpose of the contact

Regular contact with senior personnel

Generally no interaction with the General Public

**Levels of responsibility**

Discretion: identifies freedom to act and controls in place

High level support to deliver day to day requirements of all LMC and Training Hub business

Assist in advising general practices on approach to delivery of new initiatives and changes in primary care

**Effects of Decisions**

Consequences: measures the outcome of decisions by effect, range and timescales

Repercussions of making the wrong decision are far reaching as they impact on all GP practices across Somerset

**Resources**

Assesses the direct responsibility for physical and financial resources

Responsible for own work station

**Work demands**

Considers the relationship between work targets and deadlines and management of work priorities

High level of interruptions from visitors, emails, telephone office cover and attendance to meetings

Requirement to reprioritise work continually to meet daily changing targets, objectives and agendas

Support of Team-high in terms of interruptions from other members of staff

**Physical Demands**

Assess the physical effort involved, high IT/computer use

**Working conditions**

Open plan office

**Work context**

Examines the potential risk to employees carrying out their duties

Travel required where appropriate and some out of hours work necessary

**Knowledge and skills** Assesses the depth and breadth of knowledge and skills, which are necessary to perform the full responsibilities of the role (basic knowledge-highly complex)

Expansive breadth of knowledge and skills

Technical knowledge and expertise in relation to General practice and Primary Care organisations understanding organisational strategy

Degree educated or equivalent