

## Londonwide LMCs & Londonwide Enterprise Ltd

### Job Description

<b>Job title:</b>	<b>Director of Primary Care</b>
<b>Accountable to:</b>	Chief Executive
<b>Responsible to:</b>	Deputy Chief Executive
<b>Line manager for:</b>	Assistant Directors of Primary Care (ADs) Committee Liaison Executives (CLEs)
<b>Job purpose</b>	<ul style="list-style-type: none"> <li>• To contribute to organisational strategy, and to the development and delivery of organisational operational objectives.</li> <li>• To provide expert advice and guidance to sector teams ensuring effective representation of general practice, both locally and within the wider health economy.</li> <li>• To provide leadership support for the CLEs and ADs, and support the MDs in their role as sector team leaders.</li> <li>• To have accountability for delivery of agreed organisational priorities pertaining to the primary care directorate.</li> </ul>
<b>Main responsibilities</b>	<p><b>Analysis and provision of expertise</b></p> <p>To be cognisant of the national, regional and local political environments and their impact on systems, people and general practice.</p> <p>To understand the potential implications of national strategies, policies and plans on general practice.</p> <p>To provide expert advice and guidance, directing sector teams on a range of issues, eg:</p> <ul style="list-style-type: none"> <li>▪ The implications and impact on practices/ the delivery of local general practice as a result the implementation of national, regional and local strategies, initiatives and policies;</li> <li>▪ The impact of commissioning plans;</li> <li>▪ General practice funding streams;</li> <li>▪ Contract analysis and advice at practice, Primary Care Networks (PCNs), ICS level and regional levels;</li> <li>▪ Contract negotiation;</li> <li>▪ PCN issues;</li> <li>▪ Future system changes.</li> </ul> <p><b>Delivery</b></p> <p>Accountability for delivery of designated pan directorate priorities</p>

	<p><b>Member of the senior management team responsibilities</b></p> <p>To provide support and advice to the Londonwide corporate strategic agenda, working collaboratively with the wider team.</p> <p>To ensure sector teams are kept abreast of Oversight and Alignment Team (OAT) discussions and system updates.</p> <p><b>Supporting effective representation of GPs, their practice teams and their practices</b></p> <p>To engage with stakeholders, influencing local strategies, plans and initiatives.</p> <p>To ensure effective sector team/LMC/SLN communication with constituents.</p> <p>To support the negotiation of local contracts with commissioners, alongside clinical colleagues.</p> <p>To support the sector teams in providing an effective interface between LMCs and key stakeholders, including PCNs, commissioners and other providers.</p> <p>Working across allocated sector teams, sharing of intel and practice across the sector teams to support the work of each of the sector team.</p> <p><b>Supporting the development of colleagues</b></p> <p>Alongside MDs, to provide support and guidance to sector teams in problem solving and determining best approaches to achieve planned outcomes.</p> <p>Offering senior guidance and support to enable CLEs and ADs to develop, gain new skills, furthering strategic awareness and political nuancing, thereby increasing team members' confidence and autonomy in dealing with LMC and SLN issues.</p> <p>To provide managerial support, advice and leadership to the sector team. Line management responsibilities, including appraisal, annual leave, sickness reporting etc.</p>
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• To build and maintain effective working relationships with sector team and other directorate colleagues, LMC Chairs, committees and constituents.</li> </ul>

	<ul style="list-style-type: none"> <li>• To build and sustain effective and influential working relationships with stakeholders and health economy partners.</li> <li>• To deliver to the values of Londonwide LMCs.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• To lead a team of CLEs and ADs within the primary care directorate, working across a geographical region of London, alongside the Medical Director.</li> <li>• To provide line management and leadership to the assistant directors and CLEs.</li> <li>• Manage time and workload, with effective delegation, to deliver key priorities.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• To ensure an effective communication structure is in place to enable responsive team working, both internally and externally.</li> <li>• Ensure appropriate and effective communication with constituents.</li> <li>• Ensure effective communication between the primary care directorate and external stakeholders, both verbally and in written form.</li> <li>• Ensure that the corporate position and profile of Londonwide LMCs / Londonwide Enterprise is correctly represented.</li> <li>• Role model positive leadership behaviours.</li> </ul>
<b>Londonwide Enterprise Ltd</b>	To work jointly in the interests of Londonwide Enterprise Ltd, undertaking work for LEL as required.
<b>Place of work and Travel</b>	<p>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.</p> <p>If driving for work a risk assessment must be completed including details of appropriate insurance and licencing.</p>
<b>Technical</b>	Utilise information and communications technology (ICT) including standard applications in order to fulfil the requirements of the role.
<b>Policies and procedures</b>	To be familiar with Londonwide LMCs/Londonwide Enterprise Ltd policies and procedures and act in accordance with them at all times.
<b>Appraisal</b>	Participate in the appraisal system and attend regular supervision meetings with the line manager.

<b>Data protection and confidentiality</b>	To treat information appropriate with confidentiality, complying with the requirements of the 2018 Data Protection Act and subsequent guidance implemented by the Information Commissioner's Office.
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To contribute to creating a healthy and safe environment by following the safe systems set out in the Health and Safety policy.</li> <li>• To be familiar with this information and to act in accordance with it.</li> </ul>
<b>Equality</b>	Operate at all times within an equality framework, upholding the principles of the company's equality and inclusion policy.
<b>Other duties</b>	Undertake any other duties as required in order to fulfil the objectives of the post.
<b>Review</b>	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 / Londonwide Enterprise Ltd.

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### Person Specification

Criteria		Essential	Desirable	How tested
1. Qualifications	Graduate or equivalent experience Masters in health leadership/management	Yes	Yes Yes	
2. Role Experience	Experience of:  Primary care commissioning and/or delivery.  Working with health economy stakeholders to achieve good outcomes.  Working at director level or equivalent.  Line management.  Leading teams effectively.	Yes  Yes  Yes  Yes	Yes	
3. Specialist knowledge	Understanding of opportunities and threats to the sustainability of general practice.  Understanding of health and social care landscape.  Awareness of key strategies and plans impacting on the NHS.  Understanding of health commissioning processes.  Understanding of contract principles and safeguards.  Understanding of general practice funding.  High level understanding of different types of GP practice contracts.	Yes  Yes  Yes  Yes  Yes	Yes	

	Awareness of information governance issues and principles with regard to general practice.		Yes	
4. Key skills	Policy and contract analysis.  Ability to challenge constructively and develop alternative solutions.  Strong written and verbal communicator.  Effective public speaker.	Yes  Yes  Yes  Yes		
5. Interpersonal skills	High emotional intelligence. Facilitation skills. Negotiation skills. Communication skills. Ability to interact effectively with senior external colleagues. Ability to manage ambiguity/ complex situations effectively.	Yes Yes Yes Yes Yes Yes		
6. Strategic/ operational exposure	Ability to work effectively between strategic and operational activities where required.	Yes		
7. Relationships	Proven ability to build collaborative internal and influential external professional relationships.	Yes		
8. Record of delivery	Record of influencing strategy and policy development.  Record for implementing plans and achieving outcomes.	Yes  Yes		
9. Technical skills	Competent IT use.	Yes		
10. Continuous professional development	Maintain skills and knowledge, and demonstrate commitment to CPD.	Yes		