

Committee Administrator

Londonwide LMCs & Londonwide Enterprise Ltd

Job Description

Job title:	Committee Administrator
Accountable to:	Chief Executive Officer
Responsible to:	Director of Primary Care
Job purpose	Provide administrative support to Local Medical Committees, enabling the smooth running of Committee meetings.
Main responsibilities	<p>Taking ownership of the administrative tasks required to ensure Committee meetings have professional and timely agendas, papers and minutes/action records.</p> <p>Attending Committee meetings to support facilitation of the meetings and ensure accurate record keeping of meeting content.</p> <p>Supporting Committee Liaison Executives to ensure smooth planning and running of Committee meetings.</p> <p>Providing cross cover for Committee Administrators across Londonwide as required</p> <p>Providing administrative cover for other non-Committee meetings as required</p>
Strategic/operational scope	This is an operational role that supports the effective delivery and smooth running of Local Medical Committee meetings from an administrative perspective.
Relationships	<p>Committee Administrators will work within Londonwide LMCs Primary Care teams and will build and maintain strong working relationships with:</p> <ul style="list-style-type: none">• Other LLMC teams/directorates• Local LMC members• Local Commissioners (ICB and Public Health)• Other LMC meeting attendees (e.g. GP Federations etc)
Management	<p>Committee Administrators are required to manage their own workload, escalating appropriately within the primary care teams as necessary.</p> <p>Committee Administrators will be motivated, flexible and demonstrate keen attention to detail.</p>
Knowledge	Committee Administrators will have knowledge of agenda setting, minute taking and diary management processes.

	Committee Administrators will be expected to build knowledge of general practice and the NHS experientially.
Communication	Committee Administrators are required to effectively and confidently communicate both verbally and in writing with internal and external stakeholders at all levels of seniority.
Londonwide Enterprise Ltd	To work jointly in the interests of Londonwide Enterprise Ltd, undertaking work for LEL as required
Place of work and Travel	<ul style="list-style-type: none"> • 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 a risk assessment must be completed including details of appropriate insurance and licencing
Technical	Utilise information and communications technology (ICT) including standard applications in order to fulfil the requirements of the role.
Policies and procedures	To be familiar with Londonwide LMCs/Londonwide Enterprise Ltd policies and procedures and act in accordance with them at all times.
Appraisal	Participate in the appraisal system and attend regular supervision meetings with the line manager.
Data protection and confidentiality	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.
Health and Safety	<ul style="list-style-type: none"> • 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	Operate at all times within an equality framework, upholding the principles of the company's equality and inclusion policy.
Other duties	Undertake any other duties as required in order 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 / Londonwide Enterprise Ltd.
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Person Specification

Criteria	Committee Administrator Requirements	Essential	Desirable	How tested
1. Qualifications	Excellent English Language skills demonstrated via A-level or equivalent	Y		CV
2. Role Experience	Experience of minute taking and administrative management of meetings	Y		CV/Int.
3. Task experience	Proficient in the use of digital software packages (MS Word, MS Excel, MS Outlook, MS Teams, Zoom etc)	Y		CV/Int.
4. Specialist knowledge	Knowledge of General Practice or broader health system		Y	CV/Int.
5. Key skills	Highly motivated and efficient	Y		Int.
6. Relationships	Able to build and maintain effective working relationships with internal and external stakeholders	Y		Int.
7. Interpersonal skills	Able to interact effectively with stakeholders at all levels of seniority	Y		Int.
8. Strategic/ operational exposure	Ability to develop broad understanding of general practice and LMC priorities within the local health and care landscape		Y	Int.
9. Project management	Willing to contribute to projects		Y	Int.
10. Record of delivery	Experience of working with committees or membership organisations	Y		CV/Int.
11. Technical skills	Effective IT skills including word processing and databases	Y		CV/Int.
12. Continuous professional development	Ability and willingness to learn new skills and develop knowledge base	Y		Int.