

Londonwide LMCs (LLMCs) & Londonwide Enterprise Ltd

Job Description

Job title:	Assistant Director of Primary Care
Accountable to:	Director of Primary Care
Job purpose	<p>The role will support a Strategic Leadership Network of Local Medical Committee chairs from across an ICS geographic area, to represent the interests of NHS GPs, practices and other practice staff in their localities.</p> <p>This will involve helping to ensure the delivery of LLMCs' strategy and priorities.</p> <p>The role will work closely and collaboratively with Director of Primary Care and Medical Director to build strong and influential stakeholder relationships at the ICS level, increasing the stability and long-term sustainability of general practice in London.</p> <p>The role will take a key role in delivering identified pan – directorate and local priorities</p>
Main responsibilities	<ul style="list-style-type: none"> • To support the SLN in their role in representing general practice at ICS level. • To lead the implementation of organisational and local SLN level priorities. • To assimilate and analyse complex information to produce briefings and position documents. • To request and collate specialist input where appropriate, such as clinical, contractual and Information Governance, to support SLNs in making informed decisions and to inform negotiations. • To build strong and influential external relationships. • To deliver effective communications to constituent GPs • To deputise for the Director of Primary Care as required.
Strategic/operational scope	This is an operational role that is focussed on the implementation and delivery of LLMCs objectives and SLN priorities. The ability to have a strategic perspective that translates intent to actions is important.
Relationships	<p>It is vital to develop and maintain effective working relationships, including:</p> <ul style="list-style-type: none"> • Cross directorate working within Londonwide LMCs; • SLN Chairs, Vice chairs and members. • Local GP and practice staff representatives • Stakeholders and external organisations including commissioners and providers.

Management	<ul style="list-style-type: none"> • To work as a member of the team, contributing to a mutually supportive environment • To understand and apply appropriate project management methodology.
Knowledge	<p>The role requires:-</p> <ul style="list-style-type: none"> • An understanding of the NHS structure, and the strategic and contractual context within which General Practice operates. • An understanding of the challenges facing general practice, GPs and practice staff
Communication	<p>Excellent inter-personal and communication skills are vital, in order to:-</p> <ul style="list-style-type: none"> • Develop and maintain positive relationships with staff and stakeholders at all levels. • Communicate effectively internally and externally using appropriate means. • Ensure all SLN-level enquiries are dealt with responsively
Londonwide Enterprise Ltd	To work jointly in the interests of Londonwide Enterprise Ltd, undertaking work for LEL as required.
Place of work and Travel	<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 travel, a risk assessment must be completed including details of appropriate insurance and licencing.</p>
Technical	<p>Utilise information and communications technology (ICT) including word processing, spreadsheets, databases, internet, email, electronic diary etc. in order to achieve the objectives of the post.</p> <p>Appropriate connectivity and equipment (unless otherwise supplied) will be required to accommodate home working.</p>
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 confidentiality, complying with the requirements of GDPR, the 2018 Data Protection act and subsequent guidance implemented by the Information Commissioner's Office.
Health and Safety	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.

Name:

Signed:

Date:

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Person Specification

Criteria		Essential	Desirable	How tested
1. Qualifications	Educated to degree level or equivalent experience.	yes		CV
2. Role Experience	Experience of working in a GP or NHS environment (or related environment)	yes		CV I
3. Task experience	Experience of working with committees or boards. Experience of contract negotiation/management Experience of managing or supervising staff		Yes Yes Yes	CV I
4. Specialist knowledge	Understanding of general practice/ primary care delivery or commissioning	Yes		I
	Awareness of the challenges facing general practice	Yes		
	Understanding of NHS commissioning and provider environments Understanding of implications of the NHS long term plan on the future of general practice.		Yes Yes	I
5. Key skills	Ability to analysis, negotiate and influence.	Yes		CV I
6. Relationships	Record of building effective influential internal and external relationships. Ability to work collaboratively Ability to manage conflict	Yes		CV I
7. Strategic/ operational exposure	Ability to interpret strategy, contribute to strategic discussions, and assist with implementation	Yes		I
8. Project management	Understanding of project management principles and methodologies.	Yes		I
9. Continuous professional development	Maintain knowledge of current health strategy, issues and politics	Yes		I