Role profile

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| **Role title** | **Assistant Special Advisor** |
| **Department and directorate** | **Council Secretariat** |
| **Grade** | **6** |
| **Reports to (job title)** | **Special Advisor/Private Secretary** |

| ***Job Overview– purpose of the role*** |
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| *Describe as concisely as possible the overall purpose of the job and what success looks like.* ***Please limit this to a maximum of four or five sentences*** |

To assist the Special Advisor/Private Secretary to the Chief Officers, and work with the PA to the Chief Officers, to manage the flow of information to and from the Chair of Council, produce correspondence and communications materials for the Chief Officers and ensure they are effectively supported through liaising with staff across the BMA on their behalves.

| ***Duties and Responsibilities*** |
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| *What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)* |

* Assist in the monitoring and management of the Chair of Council’s email inbox – including through drafting responses, directing emails to teams across the BMA as appropriate and continuously prioritising information and tasks
* Co-ordinate and drive the timely production of the Chair of Council’s weekly newsletter
* Attend meetings alongside the Chair of Council and the other Chief Officers as required and in order to take notes and log actions and decisions
* Assist the Special Advisor to manage the chair of council’s workflow – including through following, implementing and reviewing task management protocols
* Produce clear and concise policy briefings – including through ensuring that the perspective of all relevant committees and teams throughout the Association are incorporated – and as delegated by the Special Advisor
* Draft responses to correspondence as directed by the Special Advisor or within their competence or level of responsibility (sensitive messaging will be handled by the Special Advisor)
* Produce articles, blogs, speeches and presentations on behalf of the Chair of Council, Deputy Chair of Council, Chair of the Representative Body and the Treasurer, as delegated by the Special Advisor
* Draft tweets and other social media postings for the Chair of Council and, as required, other Chief Officers
* Assist the Special Advisor in monitoring ‘listserver’ digital discussion forums – ensuring that sensitive or significant messages are flagged to the Chief Officers as appropriate and that responses to postings directed at them are produced in a timely manner
* Liaise as appropriate with colleagues across the Association to ensure work commissioned by or on behalf of the Chief Officers is carried out promptly and effectively, and directly commission briefings and communications outputs as appropriate

| **Skill (level and breadth of application)** |
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| *What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?*  *How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people’s IT problems, collecting information on key research items or advising members on a particular issue.* |

* Proven experience of supporting elected leaders in a local authority, trade union, Parliament or similar setting
* Excellent written communications skills with experience of drafting crisp copy for publication and speeches
* Effective verbal communication skills
* Excellent analytical skills with the ability to make effective recommendations where complex and/or conflicting information is given
* Excellent IT skills including proficiency in Microsoft Office, particularly PowerPoint
* Good relationship building and networking skills
* Planning and organising skills, able to prioritise own work and the work of others
* Good understanding of current policy and anticipated developments in the NHS and the wider public sector

| **Intellectual demands (complexity and challenge)** |
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| *What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?*  *To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).* |

* Self-starter with an ability to co-ordinate and prioritise
* Communicate complex information concisely and clearly, ensuring the key messages are understood by a wide range of audiences
* Ability to translate discussions taken within committees and meetings into clear, concise briefings
* Demonstrates a collaborative approach to decision-making and problem-solving, challenging and supporting colleagues in order to get the best outcome for the BMA
* Provides strategic input across all areas of responsibility to promote collaborative working and added-value for members

| **Judgement (independence and level and impact limitations)** |
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| *What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?*  *Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?* |

* Ability to exercise sound judgment, maintain discretion, use initiative and escalate issues in the absence of set guidelines
* Identify opportunities to raise the profile of Chief Officers in support of the BMA’s overall policy and campaigning priorities
* Ability to keep an overview of Council, Representative Body and individual committee priorities and issues to inform political handling
* Ability to build effective working relationships with chairs and committee members
* Responsible for undertaking research, analysis and drafting briefings or other copy to a high standard and within requisite timescales

| **Use of resources (supervision of resources and influence)** |
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| *What responsibility is there for managing people, equipment, budgets, resources, customer’s welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.*  *How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?* |

* Supporting the prioritisation of chief officers’ activities and management of their internal and external profiles
* Engaging with elected members
* Establishing and maintaining strategic relationships with key partners and stakeholders (individuals and organisations) across the UK
* Tracking the progress of any projects commissioned internally or externally by the Chief Officers and providing updates and taking further action as appropriate to ensure delivery

| **Communication (level, internal and external demands and significance)** |
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| *What people are typically contacted (regardless of the medium)* ***inside*** *the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*  *Who is in regularly contact with the role holder* ***outside*** *of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*  *What is the purpose of these contacts, eg conveying information, gathering data?* |

* Reports to Special Advisor/Private Secretary
* Regular contact with external stakeholders, including:
  + Trades unions and think tanks
  + Regulators and royal colleges
  + Ministers, parliamentarians and civil servants
* Close working relationships internally with
  + Chief Officers, board members, committee chairs and members
  + Teams across Policy and Engagement and Communications directorates
  + Staff across the BMA

| **Physical demands & coordination (physical effort and mental strain)** |
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| *Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?* |

* Personal resilience and ability to respond positively when faced with setbacks

| **Working conditions and emotional demands)** |
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| *What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?* |

* Fast-moving political environment internally and externally, requiring constant co-ordination and re-prioritisation

| **Values and behaviours** |
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| The post-holder is expected to execute their role in line with our five organisational values.  The following examples illustrate how we are using our values to inform how we act:  We are **leaders** because:  – We strive to always improve  – We take responsibility for our actions  – We collaborate with each other and work as one BMA for the good of our members  – We are proactive and prepared to guide our members and each other  We are **experts** because:  – We understand our members  – We draw on our collective experience and knowledge to solve problems  – We use our insights and research to make decisions  – We provide accurate, credible, relevant and engaging information  – We recognise our strengths and act upon them  We are **committed** because:  – We listen to our members and put them at the heart of everything we do  – We are respectful, inclusive, open and honest with our members and each other  – We approach everything we do with confidence and sensitivity  We are **reliable** because:  – We deliver on what we say we will do  – We are accessible and approachable  – We build trust by being consistent and supportive  – We are positive and decisive whatever the situation  We are **challenging** because:  – We fight, ethically and fearlessly, for the interests of all our members  – We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession |

| **Sign-off** | |
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| Manager: | Date: |
| Role holder: | Date: |