



APPLICATION PACK

Role:	Executive Officer
Job Type:	The contracted hours are 9am to 5pm Monday – Friday (<i>for the right candidate consideration will be given to an alternative pattern of working</i>) with the expectation that within the package flexibility will be necessary to meet business need.
Location:	YORLMC's offices in Harrogate. The post holder will however be required to travel independently to other locations primarily within Yorkshire as required.
Salary:	up to £28k (DOE)
Start Date:	March 2019
Duration:	Permanent
Application deadline:	9am, Monday 18 February 2019
Interview date:	Friday 22 February 2019

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YOR Local Medical Committee Limited (YORLMC Ltd)

Registered office: First Floor, 87-89 Leeds Road, Harrogate, North Yorkshire, HG2 8BE

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Registered as a Company limited by Guarantee. Registered in England No. 6349731.

Chief Executive: Dr Douglas Moederle-Lumb

Honorary President: Dr John Givans

1) The Organisation

YOR Local Medical Committee Ltd (YORLMC) is one of a unique group of organisations that exist across the country to represent and support NHS GPs and their practice teams. We cover a wide geographical area that includes North Yorkshire & York and Bradford, Airedale, Wharfedale and Craven. YORLMC represents over 1500 GPs and 160 practices, covering a patient population approaching 1.5 million.

The work YORLMC carries out includes:

- Providing leadership, effective representation and active promotion of general practice within the local health economy
- Providing a strong local voice to general practice
- Working collaboratively to address local issues including workload, funding and workforce
- Supporting GPs and their practices as they adjust to new ways of working brought about by changing NHS structures and reform
- Raising awareness and sharing information with GPs and practice teams relating to national developments, including their impact on the local health economy
- Supporting GPs experiencing problems
- Advising GPs and their practices about NHS Regulations and contractual matters

LMCs are representative organisations. This means that we have a membership of GPs elected by their peers to represent them. Our members are grouped together into two separate LMCs that meet regularly to discuss issues relevant to primary care. These are:

- YORLMC Bradford & Airedale Branch
- YORLMC North Yorkshire Branch

YORLMC is led by a Board of Directors comprising of the Chief Executive, the Medical Director, the Chairs and Vice Chairs of each Branch of YORLMC, the Company Secretary/Director of Finance and the Director of Liaison. The Board meets on a quarterly basis to consider routine Company business and review the impact of local and national initiatives across Bradford & Airedale and North Yorkshire.

YORLMC also has a small secretariat team, known as the Corporate Affairs Team (CAT) which carries out the day to day work of the organisation. It is a small, highly focused and cross-supporting unit where individuals are expected to work autonomously and support colleagues as much as possible. The CAT handles and has access to personal and sensitive information so all members of the team are required to maintain confidentiality at all times.

2) This role

The successful candidate will work within the CAT and will receive training supported by a comprehensive induction programme.

The CAT is a small and very busy team where everyone pitches in to get things done. Your workload will therefore be a mix of routine and much more varied activities when you will have the opportunity to try new things and develop your skills.

You will have an exciting opportunity to mould certain aspects of this role and make them your own.

Although our offices are based in Harrogate, as we represent GPs across Bradford Airedale Wharfedale & Craven and North Yorkshire & York you must be willing to travel. It will therefore be essential for you to have a car available for work.

There will be occasional attendance required at evening meetings as part of this role so some flexibility will be required. Additional hours worked accrue time off in lieu.

Reporting to the Director of Liaison you must be able to manage a range of tasks in a demanding and often time critical environment, maintain attention to detail and have the ability to plan, manage and take ownership of workload.

Duties will include carrying out detailed research using a range of information sources, presenting findings accurately and producing agenda papers/minutes that summarise debate concisely and accurately.

Providing GPs and their practices with assistance and speedy access to information and facilitating effective communication channels at senior level with key organisations is a key part of the role.

3) The ideal Candidate

The ideal candidate will be reliable, flexible and quick to learn. They will understand what it means to be part of a team and will actively look for opportunities to support their colleagues.

They will be capable of building and sustaining relationships with GPs, practice managers and partner organisations. When we say you will need to show initiative, we really mean it – the successful candidate will need to be able to demonstrate that they are able to think creatively, consider the bigger picture and understand how information fits together.

4) Job Description

Job Title: Executive Officer
Responsible to: Director of Liaison

Job Purpose:

The Executive Officer is a member of YORLMC's Corporate Affairs Team (CAT) which is responsible for the administration of all aspects of YORLMC meetings. The CAT is also responsible for keeping GPs and practice teams informed of current issues relating to primary care and beyond. It leads on communicating important messages, producing regular guidance and a monthly newsletter for each Branch area. The CAT issues press releases where appropriate and also maintains the YORLMC website - www.yorlmc.co.uk. The CAT is also responsible for corporate administration, membership, electoral services and finance.

Key responsibilities and accountabilities

To undertake tasks with minimal supervision, supported by an administrator, the main purpose of the role is as follows:

- responsible for identifying key areas for inclusion on agendas and working with Branch and Division Officers, CAT officers as well as Officers of other organisations to finalise agendas prior to producing and distributing meeting papers to attendees
- attend meetings to take minutes that accurately capture often complex debate
- undertake meeting follow up on behalf of Branch and Division Officers as well as Officers of other organisations as required
- provide dedicated support for Branch and Liaison officers and other branch Members
- provide support to Branch Officers and Members in the development of conference motions
- ensure representatives are supported in line with YORLMC's attendance at Conference policy
- liaise directly with senior officers at NHSE, CCCs, Local Authorities (and other organisations) ensuring effective relationships are developed
- responsible for identifying primary care strategies emerging from organisations such as CCGs, NHSE and Local Authorities
- develop positive relationships with practices and GPs as well as actively promoting YORLMC by building and maintaining relationships with individuals working in other organisations (inc CCGs, Trusts and NHSE)
- conduct research on queries from GPs, practice managers and individuals working in other related organisations before providing a relevant response
- work with Corporate Affairs Team colleagues to run elections for Committees and other organisations where requested
- suggest and participate in initiatives to improve organisational developments
- ensure individual GPs seeking pastoral support are directed to an appropriate YORLMC member for advice and ensure any related documentation is received and handled confidentially
- contribute to the content of newsletters/branch reports
- deal with incoming pharmacy applications / appeals and, where applicable, liaise with the Director of Liaison and Chief Executive to ensure responses and actions are appropriate
- Personal Development
 - Develop a detailed knowledge of the work of LMCs through research, networking with colleagues in other LMCs and learning from the staff team and LMC members
 - Develop a detailed knowledge of general practice through research, learning from colleagues and keeping up to date with publications and sector news
 - Identify own development needs and prepare personal development plan
- Other Duties

This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment.

5) Person Specification

PERSON SPECIFICATION Executive Officer	
Education and training	<ul style="list-style-type: none"> • Educated to A level or equivalent qualification • Computer literate – experienced in the use of MS Office, internet and email and with the aptitude to work with bespoke IT systems (internal training to be provided)
Relevant experience	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> • Ability to provide dedicated support to key individuals • Experience of carrying out research and interpreting findings • Experience of meeting and agenda planning, attending external meetings and producing detailed minutes
Relevant skills/aptitudes	<p>Able to demonstrate:</p> <ul style="list-style-type: none"> • Ability to work autonomously and as part of a team • Ability to relate appropriately to people at all levels • Effective time-management, organisation and self motivation • Ability to work under pressure to meet deadlines • Ability to plan, manage and take ownership of workload • Flexibility and adaptability with the ability to adapt to changing work patterns and use own initiative • Accuracy and attention to detail • Excellent skills in oral and written communication • Ability and willingness to adapt to individual and colleagues' workload requirements • Creativity and resourcefulness
Special Requirements	<ul style="list-style-type: none"> • Available for out of hours work where required • Must have a full driving licence and use of own transport

6) Terms and Conditions

Salary

Up to £28,000 per annum (based on a full-time week of 35 hours per week)

Pension

We operate a workplace pension scheme that enables you to save for your retirement using your own money, together with tax relief and investment returns. This is not a contracted out scheme. YORLMC Ltd will, following agreement that your probationary period has been completed satisfactorily, contribute 14% of your gross salary as an Employer contribution. You can build up a pension fund which you may use to buy an annuity when you are older or retire. The scheme is operated separately to any other pension provision. We operate a pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). The pension provider is Aegon and details are available from the Director of Finance or should you choose to opt out of the workplace pension scheme, you may elect to receive this percentage as a payment in addition to your gross salary which will be subject to PAYE.

Working hours

Your hours are those required to carry out your duties to the satisfaction of the Company and as necessitated by the needs of the business. You will be expected to work 35 hours per week, between Monday and Friday. Breaks are unpaid and in line with Working Time Regulations. The demands of work may be such that from time to time in order for you to carry out your duties you will be required to work additional hours to those set out above. Should this prove necessary, then you will be given as much notice as possible of what is involved. As a term of your employment, you can be required to undertake such other duties and/or hours of work on a temporary or continuing basis as may be reasonably required of you commensurate with your duties and responsibilities in YORLMC Ltd. In such circumstances, you will be given, where possible, advance notice. YORLMC operates a flexible working policy. This includes time off in lieu for extra hours worked outside your contracted hours

Annual Holiday

25 working days per leave year plus bank holidays in the first calendar year of employment [1 January – 31 December]. Leave entitlement to increase to 30 working days per leave year plus bank holidays thereafter.

Study leave

So long as you are undergoing a course of study approved of by YORLMC Ltd and the Company has agreed to fund the time you are away from the workplace undertaking studies relating to the course, then you will be allowed one day's paid study leave in advance of any exam or set of exams you are to take, the day of the exam will also be paid leave. Any variations to this arrangement to be agreed by the Company.

Location

You will be based at our modern office in Harrogate and will be expected to travel throughout North Yorkshire & Bradford Airedale Wharfedale and Craven districts. It is therefore essential that you have a car available for work. We reimburse business mileage at 45p per mile.

Probation

There will be a 3 month probationary period for this role.

Notice period

YORLMC Ltd is entitled to receive notice from you and you are entitled to receive notice from YORLMC Ltd as follows:

- i. One week if your period of continuous employment is four weeks or more but less than two years;
- ii. One week for each year of continuous employment with YORLMC Ltd if your period of continuous employment is two years or more, but less than 12 years;
- iii. 12 weeks if your period of continuous employment is 12 years or more.

7) How to Apply

If you feel you have the right skills and experience, we would be delighted to receive your application. Please provide your CV together with a covering letter explaining:

- How you meet the person specification
- Experience directly relevant to the job description

Please note that we will not consider CVs which are not accompanied by a covering letter that is specific to this role.

Please contact us if you require information about the post in an alternative format.

If you would like to have an informal discussion about this role, please contact Stacey Fielding, Associate Director of Liaison, 01423 879922

Please email your application to info@yorlmc.co.uk

8) Recruitment Timetable

The closing date for applications is Monday 18 February 2019. We will not accept any applications received after 9am on this date.

We will communicate with all applicants no later than 5pm Wednesday 20 February 2019 to inform them whether or not they have been shortlisted for interview.

Interviews will take place at YORLMC's office in Harrogate on Friday 22 February 2019

If you will not be available for interview on this date (e.g. due to a holiday that has already been booked) please inform us when you send in your application.

Candidates selected for second interview will need to be available Monday 25 February (am only)

9) Interview Arrangements

Interviews will include tests designed to assess your skills and aptitude for the role.

Interviews will be held at our office in Harrogate which are located on the first floor and the building does not have a lift. If you are shortlisted for interview, we will ask you to inform us at that stage if you have any specific accessibility requirements or require us to make any adjustments for the interview e.g. offering an alternative location.

We value diversity in our workforce and are committed to equality in all aspects of our work.

10) Privacy Notice

As part of our recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting all our data protection obligations. Please read our [Privacy Notice](#) before submitting your application.