

Bedfordshire and Hertfordshire LMC Ltd

Chief Executive

Job Application pack
June 2019

Chief Executive:
Information for Applicants

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Chief Executive: Information for Applicants

Introduction: The Local Medical Committee

Mission:

The aim of Beds and Herts LMC Ltd is to support GPs and practices to aspire to excellence in patient care by advising on and promoting the development of all aspects of general practice.

Beds and Herts LMC is looking to replace Dr Peter Graves, the incumbent Chief Executive, who plans to stand down at Christmas 2019 after nearly 16 years in the post. Applicants will be judged upon their leadership skills, their knowledge and understanding of General Practice, as well as the current local and national political agenda and direction of travel towards integrated health and social care in the community.

The LMC is highly regarded by GPs, the wider local health and social care economy and nationally for:

- Leadership, responsibility and oversight
- A proactive, pragmatic, solution finding attitude and culture
- Taking a lead role in improving practice resilience, and addressing workforce and workload challenges faced by GPs
- Active participation in the delivery of innovation, and high quality general practice solutions

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Terms & Conditions

- Full time, permanent position following an initial six month probationary period.
- Annual salary in the range £115k - £125k
- 14% Employers pension contribution effective from start date - independent pension advice offered.
- Employee pension contribution at employee's discretion. Salary sacrifice is available if required.
- Post based in Stevenage. However job will require considerable working off-site particularly across Bedfordshire, Luton and Hertfordshire.
- Paid leave of 30 days per annum, plus statutory holidays.

Key Roles

- Leadership, responsibility and oversight for the delivery and continuity of all the roles and services of the LMC Ltd.
- Active participation in the delivery of Pastoral Care for GPs.
- Work with the Chair of the Board to ensure the governance of the organisation.
- To act as a trusted figurehead and ensure that the respect and professional standing of the LMC is maintained.
- Ensure the LMC and GPs are represented at the highest levels within the local strategic planning meetings.

Key Tasks

- Directly accountable to the Board, the Chief Executive will have full understanding of and will take responsibility for the delivery of the business of the LMC and LMC Ltd within budget.
- Ensuring that services and functions of the LMC and LMC Ltd provide appropriate support to practices for the delivery of high quality, sustainable GP services throughout Bedfordshire, Luton and Hertfordshire.
- To ensure relationships with stakeholders are maintained.

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Competencies

To be read in conjunction with job description in the Appendix

Qualifications

- Graduate degree level or equivalent (essential)
- Business qualification and/or experience of running a successful business (desirable)

Essential competencies

The successful candidate will have:

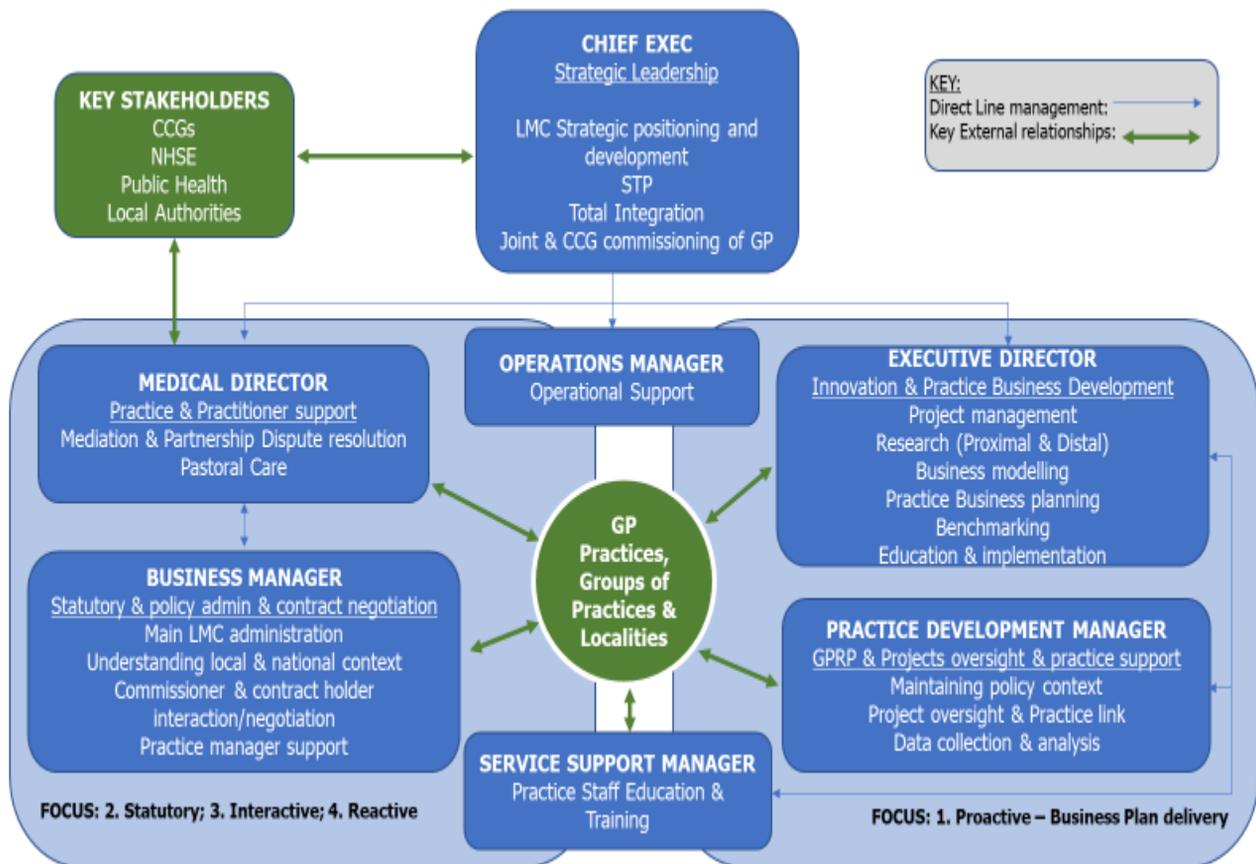
- Intimate experience of and a passion for general practice, and demonstrable political awareness, within the context of the complex and rapidly changing NHS
- A track record as a persuasive and influential senior executive and leader, who has built and maintained strong working relationships.
- Knowledge and proficiency in organisational, financial and clinical governance.
- Knowledge of relevant regulatory policies and procedures especially GMC Good Medical Practice.
- Good listening and dispute resolution skills.
- Relevant experience of committee work and understanding of constitutions.
- Excellent verbal and written communications skills.

Desirable competencies

- Clinical experience, preferably within the context of general practice

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The LMC organisation



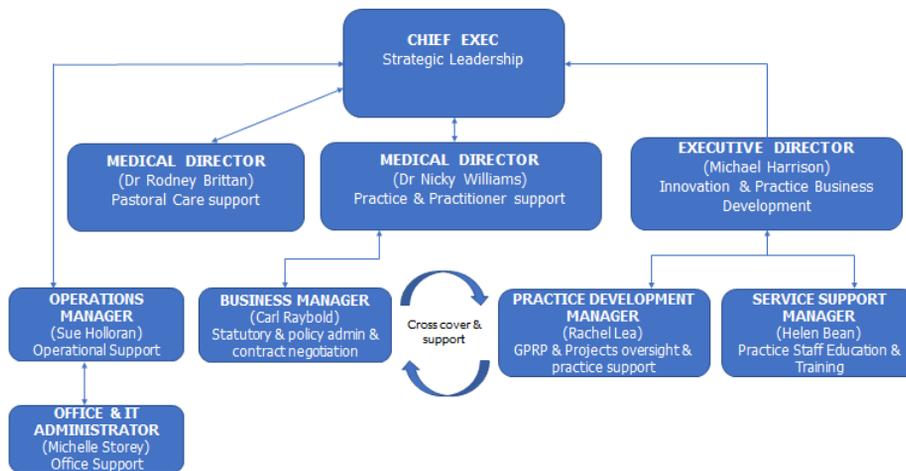
The LMC provides services and support to a c£4bn Health and Social Care system with 4 CCGs, 1500 GPs working in an excess of 200 GP practices and circa 2m population.

Levy income is c£1m per annum

Total income £1.2m

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The LMC Structure



Key points:

LMC is a proactive, energetic, hands-on and flexible organisation

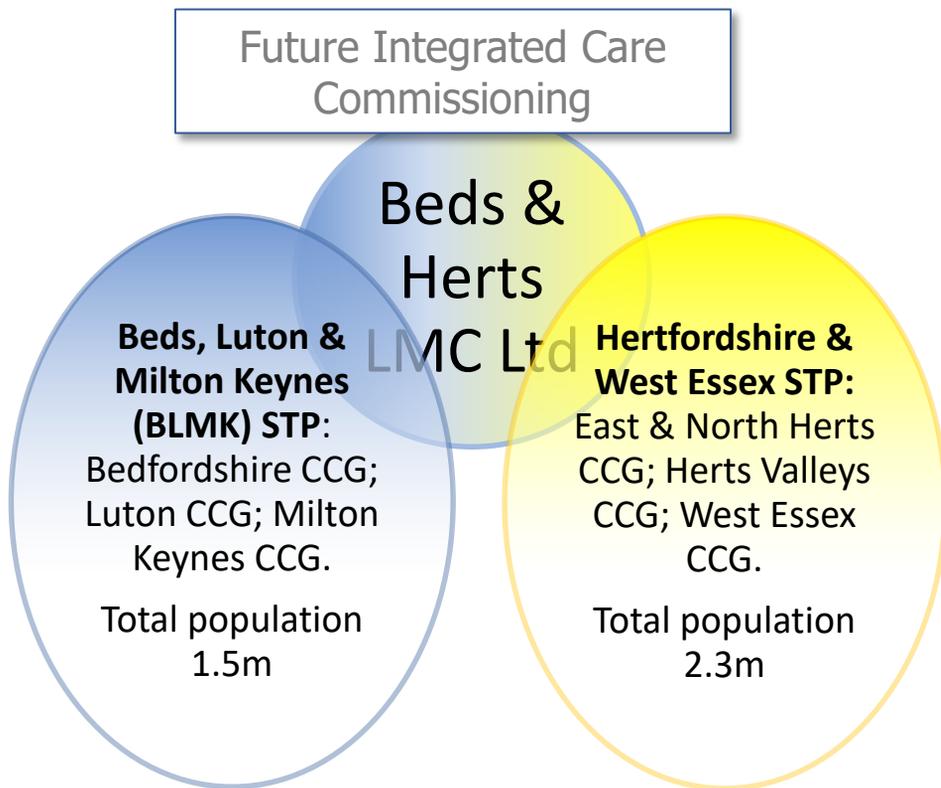
LMC provides stability and long serving, reliable organisational memory

LMC is transitioning to a Health and Social Care community leader

LMC has a trusted reputation for wise and authoritative counsel and rapid, assured response to questions from the community

LMC seeks to find innovative solutions

Context: STP configuration



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Application process

Candidates must submit:

1. a **CV**, which highlights your relevant experience to fulfil the criteria of job description (with two referees – *please notify us in your application if we can approach your referees immediately*)
2. explain (in no more than 500 words) **your motivation for applying** *and*
3. tell us (in no more than 500 words) what **roles you believe the LMC should provide for its members and how these can support practice development and resilience during the coming years**

Candidates that fail to submit all 3 parts above will not proceed.

Applications should be sent to *Imcadmin@bhlmc.co.uk* or *Sue Holloran at Beds and Herts LMC Ltd, The Shires, Astonbury Farm, Aston, Stevenage SG2 7EG*, and must reach us by **9.00am on Monday 1st July 2019**. Each applicant will receive an electronic acknowledgement. Early applications will be appreciated.

Interviews will be held on **11th July & 15th July 2019 (see below)**

Early contact with the LMC for further information and discussion will be welcomed.

Selection Process

Candidates who can show they fulfil the key competencies, person specification and job description, and are short-listed will be invited to meet the team and initial interview in Aston, Stevenage on **Thursday 11th July 2019**.

Successful Candidates will be invited on **Monday 15th July 2019** to attend the Chairman's Panel for further interviews and to deliver a short (no more than 15min) presentation:

Within the emerging integrated health and social care arena, how should the LMC determine what strategic position to take in order to maximise opportunities for general practice?

For more information

Interested candidates are encouraged to discuss the post with:

Dr. Peter Graves, Chief Executive:

Tel: 01438 880010

Email: petergraves@bhlmc.co.uk

Our Data protection obligations

All personal data received during the application and selection processes will be destroyed 2 months after the successful candidate is appointed.

APPENDIX

Chief Executive – Job Description, Roles and Responsibilities

<u>LMC Leadership, Board support, PR and External Relationships</u>	
	<u>Chief Execs Roles and responsibilities</u>
LMC leadership	<ul style="list-style-type: none"> • Act as figurehead and leader of LMC • Making Executive decisions
Board support and meetings	<ul style="list-style-type: none"> • Executive Board Member • Brief and support Chair in planning and delivery of Board meetings • Ensuring smooth running of regular Board meetings, including agenda setting (in conjunction with the Board Chair) and supporting and advising the Board Chair
Governance	<ul style="list-style-type: none"> • Knowledge of legal obligations pertaining to company law • Ensure the adherence to corporate governance principles agreed by the Board • Regular meetings with the Board Chair
Strategy, direction and vision of the company and office	<ul style="list-style-type: none"> • To assist and influence the Board in developing the strategic direction and vision of the company. • Develop innovative ideas to achieve strategic vision and direction • Ensures delivery of the vision and business strategy of the Beds and Herts LMC limited
Communication of the vision and direction of the company and LMCs	<ul style="list-style-type: none"> • To communicate the vision and direction of the company to the staff, the LMCs, local GPs and other important stakeholders.
External Stakeholder Relationships and 'Horizon Scanning' To maintain influence in local health politics (particularly pertaining to general practice)	<ul style="list-style-type: none"> • To maintain the LMC's respected status to ensure LMC is strategically placed to influence local health politics (particularly pertaining to general practice) by attendance at appropriate transformation and strategic meetings and conferences. • To maintain an understanding of national and local political direction of travel by attending specific, strategic, national and local, NHS and Integrated Care, transformation meetings to influence the strategic development of general practice. • To maintain relationships and communication with local MPs to ensure they understand the LMC's position on local health related issues and strategy. • Deliver local strategic, influential and developmental meetings and conferences to ensure engagement of GPs and practice managers in the national and local political direction.

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	<ul style="list-style-type: none"> Maintain relationships with senior executives of local and national stakeholder organisations as necessary.
GP voice at Commissioning meetings	<ul style="list-style-type: none"> Attend at GP commissioning meetings to ensure effective representation of General Practice

Pastoral Care, Partnership disputes and support services	
<u>Chief Execs Roles and responsibilities</u>	
Pastoral Care and Dispute Resolution services	<ul style="list-style-type: none"> Key leadership role and active participation in the delivery of pastoral care and dispute services. To act as impartial support for MD undertaking these roles. Undertake 1 to 1 meetings with individual GPs and practices, when necessary, e.g. in absence of MD
Ensuring support at performance or other meetings	Share attendance at performance or other meetings

Finance and Risk management	
<u>Chief Execs Roles and responsibilities</u>	
Financial Governance	<ul style="list-style-type: none"> Working with the Treasurer and Finance Committee to oversee and implement financial governance policies and procedures Responsibility to ensure company works within budget
End of year figures/Annual budgeting report to AGM	End of year figures/Annual budgeting report to AGM
Financial position, financial prudence and probity. Quarterly Board reports	<ul style="list-style-type: none"> Ongoing overview of financial position; quarterly Board finance reports. Regular meetings with accountants Weekly authorisation of payments of invoices and contact with the bookkeeper
Risk management	<ul style="list-style-type: none"> Development of risk register Identifying company risks, financial risks and other risks and implementing mitigating actions.

Proactive & Practice Resilience workstreams; workforce & Education	
<u>Chief Execs Roles and responsibilities</u>	
Innovation, business support and practice management training services	Overall accountability for delivery of innovation and business support services, including management training, workforce recruitment, retention and development, delivered by the LMC

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Resilience programme work-stream	Overall accountability for delivery of practice resilience programme, including workforce recruitment, retention and staff development, delivered by the LMC
Practice Education & Training services	
Chief Execs Roles and responsibilities	
GP and practice staff education and training	Overall accountability for delivery for the delivery of Education and training services for practices to underpin the work of the practice Resilience Team

Team Leadership	
Chief Execs Roles and responsibilities	
Performance Management of the Office Team	<ul style="list-style-type: none"> Overall accountability for the delivery of the services provided by the LMC Performance management of senior team members
Day to day running of the company, the office and staff.	<ul style="list-style-type: none"> To oversee the functioning of the company. To make strategic decisions pertaining to the running of the company, the office and staff.
Annual cycle of work	Responsibility for ensuring the annual cycle of work is undertaken
Staff, training and welfare	Overall responsibility and accountable to Board, for delivery of HR policies and procedures, workforce development and succession planning.
Team Communication	Ensuring regular team communication
Communication of national and local political issues affecting general practice	Ensuring the LMC and office team are fully aware of national and local political issues affecting general practice

Statutory Roles – Running of the committees and influencing general practitioners & practice staff	
Chief Execs Roles and responsibilities	
Main county LMC meetings, LMC subcommittees, liaison and other meetings	<ul style="list-style-type: none"> To maintain a sound knowledge of the NHS GMS, SFE and other regulations pertaining to general practice, including NHS 'Performers List' regulations To maintain overview of the running of the committees (in line with the constitutions) and attendance at main LMC meetings and other important meetings when available
Maintaining the LMC's relationship and leadership position with GPs	Figurehead of LMC

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Support for committee Chairs	<ul style="list-style-type: none">• Providing advice and support as necessary• To maintain an understanding of GMC's 'Good Medical Practice' and other importance guidance on GP professional standards
Chair important meetings	Facilitate and, where necessary, Chair important internal and external meetings.
Influencing general practice	Deliver and attend specific, high profile meetings to influence and engage GPs and practice managers

Additional personal qualities expected of the successful candidate:

Our new Chief Executive must know and understand themselves, their impact on others and be constantly striving to improve. They must be resilient and consistently demonstrate the energy, drive and motivation to lead and work with others for consistently high and improving standards.

Self-awareness and self-development

- Demonstrates a clear people-centred approach, considering the impact of their style, decisions and actions on all those affected.
- Manages own emotions and adapts leadership style to have the maximum positive impact on others.
- Seeks and acts upon feedback from, colleagues and other professionals regarding own effectiveness and possible areas for development.
- Commits time to professional development and keeps own skills and knowledge up to date.
- Establishes and maintains strong professional and support networks.
- Acknowledges own limitations and prepared to seek support from others in order to achieve the best outcomes.
- Draws upon a range of leadership theories, principles and experiences to improve and innovate.

Personal resilience, drive and energy

- Takes full accountability for actions and decisions within own areas of responsibility.
- Remains calm and objective in situations of pressure or conflict.
- Sustains personal levels of energy and remains enthusiastic and optimistic in the face of setbacks.
- Has the courage to speak up and speak out when standards, quality or safety are threatened.
- Constructively challenges others when there is an opportunity for improvement.
- Works to a high standard and earns the respect of colleagues.
- Manages own time effectively and is trusted by others to deliver commitments and promises.