



# Medical Director Application Pack

February 2021



**Bedfordshire & Hertfordshire**  
Local Medical Committee Ltd

Working in partnership for excellence in General Practice

## Application Pack Contents

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### 1. Instructions for Applicants

Please read the following information outlining the job role. We request you attach a CV with a supporting document (approx 750 words) to demonstrate with examples how you meet the requirements of the role.

**To apply:** Please send your CV and supporting document to Sue Holloran, Operations Manager.  
Email: [sueholloran@bhlmc.co.uk](mailto:sueholloran@bhlmc.co.uk).

**Closing date:** Friday 5<sup>th</sup> March, 5pm

**Interview date:** Wednesday 24<sup>th</sup> March

For more information or to arrange an informal conversation with Dr Nicky Williams, Co Chief Executive Officer (Clinical), please contact Sue Holloran:

**Tel:** 01438 880010

**Email:** [sueholloran@bhlmc.co.uk](mailto:sueholloran@bhlmc.co.uk)

You can also visit our website for more information about who we are and what we do:  
[www.bedshertslmcs.org.uk](http://www.bedshertslmcs.org.uk).

## 2. Job Description

### Job Details

**Job Title:** Medical Director

**Reporting to:** Chief Executive

**Grade:** Senior Executive

**Location:** Office based in Stevenage with flexible home working, but may require working off-site across Bedfordshire and Hertfordshire and occasional events further afield.

**Hours:** Part-time for average 2.5 days per week  
(2 days fixed commitment with 0.5 day flexible availability to ensure 5 day a week clinical cover by the Clinical members of the team)

**Salary:** £100K - £105K pro-rata per annum

### **Pension and Annual Leave:**

- 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.
- Paid leave of 25 days per annum, plus statutory holidays (pro-rata). Rising to 28 days after 5 years' service and 30 days after 10 years' service.

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### Job Purpose, Accountabilities and Tasks

#### **Job Purpose:**

- To act as a senior director within the LMC with an understanding of and responsibility for the delivery of the statutory business of the LMC and LMC Ltd.
- To ensure that both the internal and external functions of the LMC and LMC Ltd work link into and inform the LMC proactive work and delivery of the business plan, as necessary.
- To develop and maintain relationships with key stakeholders ensuring that the clinical and patient care perspective is heard.

#### **Key Accountabilities:**

- To support the work of the Chief Executives in the delivery of the objectives of the LMC and LMC Ltd., from a clinical perspective.
- To ensure the delivery of the statutory obligations on the LMC as well as other external functions of the LMC Ltd, including pastoral care and partnership dispute resolution functions.
- To provide Clinical strategic guidance to the committee Chairs, the board and directors on the statutory roles of the LMC and constitutional matters.
- To ensure the views and policies of the LMC Ltd and the committees are clinically represented appropriately.

## **Key Tasks:**

### **1. Internal Functions**

- Take responsibility for the smooth running of the committee and other meetings and ensuring that decisions are enacted and actions from meetings are completed efficiently.
- To attend LMC and other statutory meetings.
- To maintain a working understanding of NHS GMS and other regulations pertaining to the contracting of GP services.
- To provide strategic advice and guidance to the Chief Executive, the board and directors and committee Chairs regarding statutory and constitutional matters.

### **2. External Functions**

- To undertake or ensure practice dispute and pastoral care services are available to GPs and practices as appropriate and to oversee the development of these services provided by the LMC Ltd.
- To maintain an understanding of relevant local and national NHS GP and practice performance management policies and procedures.
- To ensure practical advice and strategic guidance is available to local GPs and practice managers as necessary and when required.
- To maintain an understanding of relevant local and national NHS policies, particularly those pertaining (but not exclusively) to primary care and general practice, that may impact on the delivery of the statutory functions and key LMC projects and practice development programmes.
- Wherever possible, to attend regular team and other meetings to maintain an understanding of relevant local and national NHS policies pertaining to primary care and general practice, in particular on areas that may impact on the delivery of the key LMC projects.
- To advise the Chief Executive, board and directors regarding relevant local and national NHS policies, particularly those pertaining (but not exclusively) to or may impact on primary care and general practice and on the delivery of the key LMC projects and practice development programmes.

### **3. Reporting**

- To report to the Chief Executive (Clinical), Board and committees, on local and national NHS regulation and policy as well as statutory and constitutional matters as appropriate.

### **4. Team support and other tasks**

- To line-manage LMC staff where appropriate
- Act as coach and mentor to other LMC staff ensuring that the team is well briefed in the statutory functions of the LMC and trained and facilitated to deliver the LMC objectives.
- Support other team members to deliver their objectives and attend meetings on their behalf when appropriate.
- Any other reasonable responsibilities and tasks as may be required.

### 3. Person Specification

Qualifications, Experience, Competencies & Skills	Essential	Desirable
<b>Qualifications:</b>		
Medically qualified (preferably a practising GP).	✓	
Management or Leadership qualification.		✓
<b>Experience:</b>		
A persuasive and influential leader.	✓	
Relevant experience at senior management level	✓	
An understanding of primary care and general practice within the context of the complexity of the NHS	✓	
An understanding of organisational and clinical governance, well versed in the GMC's 'Good Medical Practice' and other relevant regulatory policies and procedures.	✓	
A reasonable understanding of NHS regulations, particularly those pertaining to general practice and primary care.	✓	
Experience building and maintaining strong working relationships.	✓	
Empathy and good counselling and dispute resolution skills.	✓	
Experience in committee work and understanding of constitutions.		✓
Political awareness and an understanding of the emerging ICS priorities.	✓	
An understanding of the balance the LMC must have between its responsibilities towards individual GPs and its responsibilities to the wider health economy.		✓
Ideally have developed an area of expertise within the wider environment of health care provision such as commissioning, health education, coaching/mentoring.		✓
<b>Competencies and Skills:</b>		
Problem Solving / Critical Thinking Skills	✓	
Strategic Awareness	✓	
Influencing Skills	✓	
Self-Awareness / Self-Management	✓	
Stakeholder Management	✓	
Working with Others	✓	
Managing Others	✓	
High Level Communication Skills – verbal and written	✓	
Project Management	✓	

## 4. LMC Supporting Information

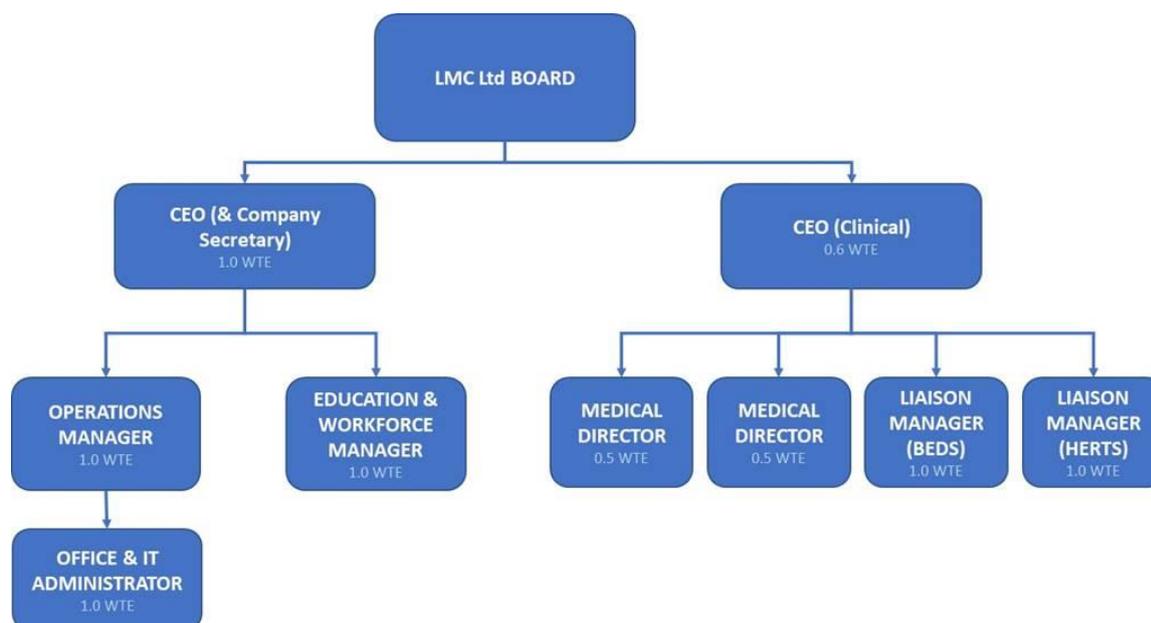
### LMC Mission

The aim of the Beds & Herts LMC Ltd is to support General Practice to aspire to excellence in patient care by advising on and promoting the development of all aspects of general practice through working in partnership with GPs and all other key partner organisations throughout the health economy.

### Role of the LMC

- Liaising and negotiating with local commissioners and other stakeholders
- Influencing national negotiations via the GPC
- Providing GPs and practices with advice and support e.g. Contractual issues, complaints, ethical issues, information governance, premises, disputes
- Pastoral Care & Mentoring Services
- GMC and practitioner performance processes
- Workforce planning, recruitment & retention projects and programmes including training and events.
- Practice resilience assessment & advice
- Merger support

### LMC Office Structure



Bedfordshire and Hertfordshire Local Medical Committee Ltd.  
 Registered as a Company limited by Guarantee  
 Registered in England No. 5906167  
 Registered office: The Shires Astonbury Farm Astonbury Lane Aston Stevenage Herts SG2 7EG  
 Tel: 01438 880010  
 Email: [lmcadmin@bhlmc.co.uk](mailto:lmcadmin@bhlmc.co.uk)  
 Website: [www.bedshertslmcs.org.uk](http://www.bedshertslmcs.org.uk)

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