Medical Director
Information for Applicants
November 2017
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1. Background

The Organisation

The Humberside Group of Local Medical Committees Ltd (Humberside LMC) is one of a unique group of organisations that exist across the country to represent and support GPs. We cover a wide geographical area that includes Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire.

The work we do includes:

- Providing leadership and effective representation for general practice within the local health economy
- Giving a strong local voice to general practice
- Influencing the future shape of the local health economy, positioning list-based general practice at the heart of local plans
- Advising GPs and their practices about NHS Regulations and contractual matters
- Working collaboratively to address local issues including workload, funding and workforce
- Supporting GPs experiencing problems
- Sharing information and good practice and providing hands-on practical support for practices

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:

- North & North East Lincolnshire LMC
- Hull & East Yorkshire LMC

We have a small staff team, known as the Secretariat, which does the day to day work of the organisation.

We represent over 600 GPs and 144 practices, covering a patient population of almost a million.

The Future

The LMC’s aspiration is to see informed, supported and empowered GPs working in thriving local practices.

As a GP, you will be living the very real challenges currently facing primary care. Workforce issues, un-resourced transfer of work, funding issues, unrealistic expectations from politicians and a rapidly changing primary care landscape are just some of the issues that GPs face daily. The LMC’s role is to liaise, negotiate, challenge and campaign to ensure that the voices of GPs are heard. We won’t pretend for a second that we win every battle but we certainly put our heart and soul into the fight.

Alongside the many barriers and problems, there are also opportunities. We have a GP workforce that deserves a bright future and an important part of the LMC’s work is to support, inform and enable.

As the face of general practice changes, the LMC is committed to being at the forefront of discussions, defending GPs’ rights whilst at the same time playing an active role in shaping and influencing the future of the healthcare landscape. Our focus is to support GPs in leading the change and prevent them being ‘done to’ by others.

“Grateful for their continued practical and straight-talking support of GP in STP and ACO meetings, very helpful. One of the few unbiased resources GP has access to.”
This Role

Our ideal candidate is a GP who wishes to retain a clinical role alongside the post of LMC Medical Director, although we will consider applicants who are not currently practising. As a minimum, the successful candidate will have a license to practice, be registered with the GMC and have practised as a GP within the last 12 months.

As well as a passion for primary care, you will have strong collaborative skills and the ability to influence and encourage others. You will also be willing and able to develop the considerable technical knowledge of primary care legislation and regulation that is required to carry out the Medical Director role effectively.

You will be capable of building and sustaining relationships with GPs, practice managers and the many other organisations that impact on general practice. You will also need the capacity to think strategically, look at the bigger picture and understand how information fits together. In addition to strong analytical skills, you’ll be a great communicator. You will feel equally at home speaking to an individual GP, the Medical Director of a Trust or the media and will have the confidence to communicate the LMC’s messages clearly and with authority.

Above all, you will understand intuitively how to get things done and how to apply your personal experience as a GP to a role that represents all GPs. It is a role that requires just the right balance of single-minded determination, vocal dissent, compromise, tact and diplomacy.

You will work closely with the rest of the LMC staff team, our members and our Board of Management so an ability to work well as part of a team is essential.

In addition to all of the above, we need you to be reliable, flexible and quick to learn. This is a role that is very different to that of a frontline GP and it will suit someone looking for a new challenge and potentially a portfolio career.

Although our offices are based in Willerby, we represent GPs across Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire so you must be willing to travel. It will therefore be essential for you to have a car available for work.

This is a part-time post and the exact number of hours to be worked each week is open to negotiation. To meet the needs of the LMC, this would ideally be as close to 24 hours per week as possible to include some hours worked on a Monday or a Friday. We are happy to discuss exact working hours in more detail and to negotiate a suitable working pattern with the successful candidate.

There will be a requirement to attend some evening meetings as part of this role so some flexibility will be required. The monthly LMC meeting takes place on the first Tuesday evening of the month. Attendance is an essential part of the role and will be remunerated as part of your overall working hours. Additional hours attending other occasional evening meetings accrue time off in lieu.

Ideally, the successful candidate would be in a position to start as soon as possible but we can be flexible about this. Finding the right person for this role is our key priority.

Full details of hours, salary and benefits can be found in the Terms & Conditions section below.

More information about us can be found at www.humbersidelmc.org.uk.

Induction and Development

We are committed to supporting the development of our new Medical Director. Much of the learning for the role can only be done ‘on the job’ so we are not expecting to find someone with all the relevant knowledge and experience already in place. We are developing a comprehensive induction programme and there will be support from your Senior Management Team colleagues whilst you learn the role.
Team Structure

The day to day business of the LMC is managed by a Senior Management Team which reports to a Board of Management.

The Medical Director we are recruiting will join Dr Saskia Roberts (Medical Director) and Amalia Booker (Director of Operations), taking collective responsibility for the effective running and performance of the LMC. To play your part within the Senior Management Team, you will have a strong ability to work collaboratively, a high degree of trust in colleagues and a willingness to share leadership responsibilities.

Our management team is well-supported by skilled and capable colleagues focusing on information/practice liaison and administrative support.

“I think the local LMC are doing an excellent job. Their role in helping with local GP recruitment to the area has been particularly noteworthy.”

“Been absolutely brilliant. Have supported, assisted and fought my corner effectively over a variety of issues. I found myself surprised by the quality of our interactions, well done Humberside LMC. Full marks from me.”

“When there is any doubt I find that there is always someone available to offer guidance and support and I very much appreciate this.”
2. Job Description

Job Title: Medical Director

Responsible to: The Board of Management which has overall responsibility for the viability of the organisation and the final decision on strategic, financial and staffing matters.

Job Purpose

To represent and support GPs in North and North East Lincolnshire, Hull and East Yorkshire.

Specialist Areas of Responsibility

In addition to the primary duties and responsibilities set out below, the post holder will take lead responsibility for clinically-related workstreams e.g. providing input into local discussions and negotiations on prescribing and clinical pathways.

Primary Duties and Responsibilities

This role includes the following duties and responsibilities:

Medical Secretary Function

- Comply with the provisions of the National Health Service Act (1977 & 2006) and amendments thereof and any relevant Statutory Instrument affecting the position of a Local Medical Committee and general medical practitioners
- Act as Medical Secretary to one of the organisation’s two Local Medical Committees (Hull & East Yorkshire or North & North East Lincolnshire)

Supporting GPs and Practices

- Develop positive relationships with GPs and their practices
- Provide advice and support to GPs and Practice staff on a wide range of issues including but not limited to:
  - contractual, employment and partnership matters
  - premises
  - pharmacy and dispensing matters
  - personal matters
  - professional standards, ethics, conduct and performance
  - complaints & disputes
  - appraisal and revalidation
  - IT (GPSoC etc.)
  - confidentiality and consent issues
  - inspection
- Help and support GPs and practices with difficulties
- Receive, assess and respond to queries and issues from individual GPs and practices
- Develop specialist knowledge and expertise of the medico-legal issues relevant to GPs including the various GP & Primary Care Regulations
- Identify and respond to developments within health and primary care and local and national issues affecting general practice
Servicing the Committees

• Plan agendas for LMC Meetings
• Prepare informative and concise meeting papers summarising issues for discussion
• Organise and supervise arrangements for LMC elections and act as Returning Officer

Relationships with Other Organisations

• Actively promote the LMC and general practice by building and maintaining relationships with a wide range of other organisations including NHS England, CCGs, STP, ACOs, Federations, Councils, HealthWatch bodies, CQC, Local Representative Committees and Hospital Trusts.
• Attend meetings and events to represent the LMC
• Liaise with other organisations to represent the views of GPs, influence the direction of travel and achieve the best possible outcomes for general practice
• Receive, assess and respond to initiatives from CCGs, NHS England and Council Public Health Departments
• Take an active role in NHS England Performance Advisory Groups and Performance List Decision Panels
• Identify and troubleshoot emerging problems or issues in relation to relationships between GPs/practices and the many other organisations whose activity impacts on general practice

Producing & Disseminating Information

• Produce written information and guidance in a range of formats including reports, advice sheets, emails, newsletter items and website content
• Read and summarise documents, identifying relevant information for further discussion and debate
• Assist in the development of the LMC’s social media profile
• Promote the image of GPs and work with the local media to achieve this, providing press releases, quotes and interviews as appropriate

Confidentiality

• Maintain the highest standards of confidentiality

Organisational Development

• Work within the Senior Management Team of the LMC structure and liaise closely with the Chairs of the LMCs and the Board of Management, maintaining and developing constructive working relationships
• Participate in initiatives and activities to develop the organisation
• Actively contribute to the organisation’s strategic planning process

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 in order to meet the organisation’s needs in fulfilling its duties and responsibilities to the GPs it represents.
3. Person Specification – Medical Director

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<tr>
<th>PERSON SPECIFICATION</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Medical Director</strong></td>
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### Education & Qualifications
- **Essential**
  - General Practitioner
- **Desirable**
  - Working as a GP

### Knowledge
- **Essential**
  - Demonstrable knowledge of the primary care landscape, including the commissioning process
  - Understanding of medico-political and medico-legal issues
- **Desirable**
  - Knowledge of NHS Regulations
  - Knowledge of legislation relating to primary care

### Experience
- **Essential**
  - Recent experience of working as a frontline GP (within the last 12 months), currently on a Medical Performers List and registered with the GMC
  - Experience of working collaboratively, supporting and motivating a team
- **Desirable**
  - Experience as an employee, member or officer of an LMC
  - Experience in a leadership role outside of a GP Partnership e.g. within a CCG or representative body

### Skills
- **Essential**
  - Able to build and sustain networks and partnerships
  - Strong research, analytical and report writing skills
  - Excellent verbal and written communication skills, including presentation skills
  - Planning and organisational skills
  - Problem solving skills
  - Able to negotiate successfully and to influence others
  - Able to manage time and resources effectively
  - IT literate
- **Desirable**
  - Able to work on multiple projects at once, maintaining focus and quality
  - Flexible and open to new ways of working
  - Committed to own personal development

### Competencies / Attributes
- **Essential**
  - Able to think strategically
  - Tactful and diplomatic
  - Able to work on multiple projects at once, maintaining focus and quality
  - Flexible and open to new ways of working
  - Committed to own personal development
- **Desirable**
  - Able to attend regular monthly evening meeting and other occasional evening meetings
  - Car available for work
4. Terms and Conditions

Salary: This role based on a full-time equivalent salary of £100,000 (for a 37.5 hour week). This equates to approximately £10,667 per 4 hour session.

Pay progression will be subject to annual review and will be dependent upon annual performance appraisal.

Annual Holiday: 24 days plus bank holidays pro rata (holiday entitlement will increase annually as a reward for service up to a maximum of 30 days pro rata).

Training: Induction training plus other annual training subject to an agreed personal development plan.

Working hours: Exact hours and working pattern negotiable. Up to 24 hours per week with some hours worked on either a Monday or Friday.

Please note you will be expected to routinely attend the LMC meeting which takes place on the first Tuesday evening of the month. Attendance will be remunerated as part of your total working hours. There will also be other occasional evening meetings for which you will be able to take time off in lieu. To facilitate communication and training, you will also be required to attend occasional events and training that fall outside your normal working hours and again, you will be able to claim time off in lieu for these.

Pension: We offer a contribution of 15% of salary to our auto-enrolment pension scheme or to your chosen personal pension plan.

Location: You will be based at our lovely offices in Willerby but will be expected to travel throughout Hull, East Yorkshire, North Lincolnshire and North East Lincolnshire. It is therefore essential that you have a car available for work. We reimburse bridge tolls and business mileage at 45p per mile.

Probation: There will be a 6 month probationary period for this role.

5. How to apply

To apply, please submit:

1. Your CV (including details of two referees)
2. A statement indicating how you meet the Person Specification on Page 7
3. A statement explaining your motivation for applying (Max 500 words)

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

We prefer to receive applications by email and they should be sent to amalia.booker@nhs.net. However, we will also accept applications by post. These should be sent to: Amalia Booker, Director of Operations, The Humberside Group of Local Medical Committees Ltd, Albion House, Albion Lane, Willerby, Hull, HU10 6TS.

All applications will be acknowledged by email.
We are very keen for you to get a feel for the role and you are welcome to have an informal conversation with any of the following:

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<tr>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Dr Anne Jeffreys</td>
<td>Chair of the Board of Management</td>
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<td>Chair, Hull &amp; East Yorkshire LMC</td>
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<td>Dr Andrea Fraser</td>
<td>Vice Chair of the Board of Management</td>
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<td>Chair, North &amp; North East Lincolnshire LMC</td>
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<tr>
<td>Dr Saskia Roberts</td>
<td>Medical Director</td>
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<tr>
<td>Amalia Booker</td>
<td>Director of Operations</td>
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We also welcome visits to our offices.

To arrange a conversation with any of the above or a visit please contact Amalia Booker on 01482 655111.

6. Recruitment Timetable

The closing date for applications is Thursday 18 January 2018. We will not accept any applications received after 5.00pm on this date.

We will communicate with all applicants no later than Tuesday 23 January 2018 to inform them whether or not they have been shortlisted for interview.

**Interviews will take place on Wednesday 31 January 2018.**

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.

7. Interview Arrangements

Interviews will include a test designed to assess your skills and aptitude for the role. You will also be asked to complete a pre-interview exercise for submission before the interview date.

Interviews will be held at our offices in Willerby 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.

“The LMC needs to continue to be the voice of General Practice. Primary Care is changing and in my opinion this is not for the better. Insecurities are increasing, multiple proposed workforce changes and General Practice is used as a political game of football. In my opinion you are needed more now than ever.”

“I think the LMC is vital for the sustainability and longevity of primary care. It is so important to have the LMC on hand to support and inform/advise practices.”