

Londonwide LMCs & Londonwide Enterprise Ltd

Job Description

Job title:	Deputy Medical Director
Accountable to:	Deputy Chief Executive
Responsible to:	Deputy Chief Executive
Job purpose	<ul style="list-style-type: none"> • To ensure effective representation of GPs and their teams within designated London boroughs and across ICBs, acting to stabilise and ensure the sustainability of general practice. • To operate effectively with wider stakeholders in order to achieve the best possible outcomes for General Practitioners, their practices and their patients and staff. • To have accountability for designated organisational and local priorities.
Main responsibilities	<ul style="list-style-type: none"> • To provide strategic leadership to Local Medical Committees (LMCs), ensuring that LMCs are aware and cognisant of political and professional policies and trends, and to ensure fully informed decision making of LMCs • To work with chairs and members of LMCs to ensure individual and collective committee effectiveness through, for example:- <ul style="list-style-type: none"> ○ Supporting the personal development of chairs and members. ○ Supporting succession planning. ○ Providing a critical friend role to LMCs. ○ Ensuring that each LMC is conducted in line with its constitution and agreed governance. ○ Ensuring informed decision making, supported by the Committee Liaison Executive. • To work with the collective group of LMC leaders across an ICB area (strategic leadership network) to ensure individual and collective effectiveness through, for example:- <ul style="list-style-type: none"> ○ Providing a critical friend role to the strategic leadership network . ○ Ensuring informed decision making, • To work effectively with a wide range of stakeholders to address complex issues affecting the profession locally. • To negotiate locally on behalf of constituent GPs and practices. • To work as a member of the directorate to shape and deliver the company's objectives and business plan for the benefit of general practice in London and beyond. • To help ensure that the planned outcomes of the organisation are delivered.
Relationships	<ul style="list-style-type: none"> • To build and maintain strong supportive relationships with LMC Chairs, Vice Chairs and members.

	<ul style="list-style-type: none"> • To build and maintain effective relationships with key stakeholders, such as PCNs, federations, ICBs & NHS England and HEE, becoming a valued source of expert medical opinion. • To communicate effectively with a wide range of people. • Attend and participate in relevant LMC and - other representative meetings where required (predominantly remote) • Participate in team meetings and assist colleagues as necessary, in order to achieve the objectives of the organisation and effective pan-organisational working and communication.
Management	<ul style="list-style-type: none"> • To assist the Director of Primary Care in providing strategic and operational direction and leadership to the team working across the ICB area (sector team). • To work alongside the Director of Primary Care in providing expertise, guidance and support to sector team colleagues. • • The line management responsibilities of sector team colleagues sit with the Director of Primary Care but the deputy MD will be expected to support and empower colleagues to work with appropriate autonomy
Strategic/ operational scope	<ul style="list-style-type: none"> • Ensure that the corporate position and profile of Londonwide LMCs / Londonwide Enterprise is correctly represented.
Knowledge	<ul style="list-style-type: none"> • Up to date clinical knowledge. • Knowledge of strategic, political and operational issues affecting General Practice in London and nationally. • Effective working knowledge of NHS GP & primary care contracts, workforce challenges and opportunities, and the evolving digital agenda.
Communication	<p>Appropriately and effectively communicate with LMC members e.g. through discussions on list servers and one to one discussions</p> <p>Appropriately and effectively communicate with our GP constituents eg reviewing and contributing to local newsletter content.</p>
Londonwide Enterprise Ltd	To work jointly in the interests of Londonwide Enterprise Ltd, undertaking work for LEL as required.
Place of work and Travel	<p>This role is based at the company's London offices currently based in Tavistock Square, although regular homeworking is supported.</p> <p>Travel to the office (commuting) or to external meetings in a timely way is required according to business need.</p> <p>If driving for work travel, a risk assessment must be completed including details of appropriate insurance and licencing.</p>
Technical	Utilise information and communications technology (ICT) including word processing, spreadsheets, databases, Sharepoint, Microsoft Teams, email, electronic diary etc. in order to achieve the objectives of the post.

	Appropriate connectivity and equipment (unless otherwise supplied) will be required to accommodate home working.
Policies and procedures	To be familiar with Londonwide LMCs/Londonwide Enterprise Ltd policies and procedures and act in accordance with them at all times.
Appraisal	Participate in the appraisal system and attend regular supervision meetings with the line manager.
Data protection and confidentiality	To treat information with appropriate confidentiality, complying with the requirements of the 2018 Data Protection Act and subsequent guidance implemented by the Information Commissioner's Office.
Health and Safety	To contribute to creating a healthy and safe environment by following the safe systems set out in the Health and Safety policy. To be familiar with this information and to act in accordance with it.
Equality	Operate at all times within an equality framework, upholding the principles of the company's equality policy.
Other duties	Undertake any other duties as required in order to fulfil the objectives of the post.
Review	This job description will be subject to regular review and Londonwide LMCs / Londonwide Enterprise Ltd reserve the right to amend or add to the duties and responsibilities listed. The post holder is required to be flexible in developing the role in accordance with changes in the NHS and with the changing agenda, policies and priorities of Londonwide LMCs / Londonwide Enterprise Ltd.

Postholder name	
Signature	
Date	

Person Specification

Criteria	Details	Essential	Desirable	How tested
1. Qualifications	<ul style="list-style-type: none"> GP on the performers list 	Yes		A
2. Role/Clinical Experience	<ul style="list-style-type: none"> Relevant General practice experience. Health sector senior leadership experience. Experience in a Medical Director role in LMC, borough, ICB, NHS England or similar. 	Yes Yes	 Yes	A,I A A
3. Task experience	<ul style="list-style-type: none"> Experience as an LMC member or experience of working with LMCs. Understanding of commissioning process. Experience of negotiating contract issues. 		Yes Yes Yes	A,I A, I A, I
4. Specialist knowledge	<ul style="list-style-type: none"> Understanding of GMS, PMS APMS. Understand NHS and health structures. Knowledge of GP funding. Knowledge of GP regulations. 		yes Yes Yes Yes	A,I A, I A, I A, I
5. Key skills	<ul style="list-style-type: none"> Policy and contract analysis. Ability to challenge constructively and develop alternative solutions. Strong written and verbal communicator. 	Yes Yes Yes		A, I I A, I
6. Relationships	<ul style="list-style-type: none"> Build collaborative internal and external high-level relationships. 	Yes		A,I
7. Interpersonal skills	<ul style="list-style-type: none"> Negotiation and influencing skills. Building complex relationships. Politically sensitive. 	Yes Yes Yes		I I I
8. Strategic/operational exposure	<ul style="list-style-type: none"> The ability to contribute to strategy development and identify strategic drivers and desired outcomes. The ability to translate strategy into strategically impactful delivery 	Yes yes		A, I A, I
9. Project leadership	<ul style="list-style-type: none"> Experience of leading or providing specialist input into projects/programmes of work 		Yes	A,I
10. Record of delivery	<ul style="list-style-type: none"> Record for translating plans into outcomes. 	Yes Yes		I A, I

	<ul style="list-style-type: none"> Record of practice success or supporting GPs. 			
11. Technical skills	<ul style="list-style-type: none"> Competent IT use. 	Yes		A
12. Continuous professional development	<ul style="list-style-type: none"> Maintain practice skills and knowledge. 	Yes		A
	<ul style="list-style-type: none"> Achieves professional requirements. 	Yes		A