

Job description and person specification

Londonwide LMCs & Londonwide Enterprise Ltd

Job Description

Job title:	Chief Executive
Accountable to:	Chair of the Board of Directors
Responsible to:	Board of Directors
Line manager for:	Deputy Chief Executive (Line manager for Medical Directors and Directors of Primary Care) Director of Communications and Marketing Director of GP Support Director of Resources/Company Secretary Executive Personal Assistant
Job purpose	To secure the future of general practice in London by Leading Londonwide LMC and its subsidiaries; harnessing the collective strength of Local Medical Committees, supporting practices in London and ensuring sustainable, safe and legal operating the companies.
Main responsibilities	<p>Leadership: Guide the overall direction and vision of the organisation, setting goals, making strategic decisions, and inspiring and motivating colleagues.</p> <ul style="list-style-type: none">• Professional and clinical leadership for GPs and general practice• Inspire followership• Enable and empower professional leads to deliver <p>Decision making: Make important decisions for the organisation, considering various factors such as external conditions (ie NHS system), financial data, and input from key stakeholders.</p> <ul style="list-style-type: none">• Assess and evaluate risks• Horizon scanning• Evaluating information <p>Communication: Effectively articulate and communicate the organisation's vision, goals, and strategies to employees, members, constituents and the public.</p> <ul style="list-style-type: none">• Political influencing/public affairs• Clear messaging to stratified audiences• Sharing the vision

Strategic planning: Develop long-term strategies to achieve the organisation's objectives. Identify growth opportunities, assess risks, and adapt to changes in the business landscape.

- Recognise external drivers
- Evaluate business options
- Inspiring shared purpose

Relationship building: Cultivate relationships with stakeholders, including Board members, employees, customers, levy payers (ie investors) constituents and stakeholders. Collaborate with others to drive the organisation's success.

Financial management: Oversee the financial health of the organisation, working closely with the Finance lead to set budget priorities, monitor financial performance, and make decisions to ensure the organisation's sustainability.

- Responds to changing circumstances during FY.
- Enables the company to meet its statutory and regulatory obligations.

Innovation: Foster a culture of innovation and adaptability within the organisation. Encourage creativity, embrace new technologies, and seek opportunities for improvement and growth.

- Proactive identification of new or priority work.
- Recognising (commercial) opportunities.

Problem solving: Be a skilled problem-solver who tackles challenges and resolves conflicts. Analyse complex issues, consider different perspectives, and find solutions that benefit the organisation.

- Understands people issues and prepared to tackle difficult problems.

Succession planning. Work to secure the organisation's viability for beyond their own tenure and that of senior or long-standing colleagues.

- Change management.
- People and organisational development (IIP)
- Developing Capability.

Corporate leadership. Deliver "Director Duties" to provide a legally compliant, safe and inclusive workplace including:

- Employee experience and sound HR practice
- Health and safety (legal duties)

	<ul style="list-style-type: none"> • Equality and inclusion (Equality Act) • Data governance (ICO registration) • Company reporting (Companies House)
Strategic/operational scope	This is a strategic role that through the leadership of the organisation delivers the company's strategic objectives, demonstrating value for levy payers and ensuring that the organisation operates effectively.
Relationships	Board of Directors LMC Members and constituents Londonwide LMCs employees NHS leadership LMCs (Including chairs and vice chairs) within Londonwide External LMCs GPC London stakeholders e.g. GLA, MPs, NHS bodies, Trusts RCGP and other Royal Colleges where necessary Related professional groups Other local representative committees
Management	Management of Direct reports, delegating aspects of strategy to them, drawing on their technical knowledge to oversee decisions in line with strategy.
Knowledge	Knowledge of general practice and of partnership issues Qualified as a GP with a GMC licence to practise People and organisational leadership
Communication	Board of Directors Oversight and Alignment Team (OAT) All Londonwide staff LMC members and constituents.
Londonwide Enterprise Ltd	To work jointly in the interests of Londonwide Enterprise Ltd, undertaking work for LEL as required
Place of work and Travel	This role is based at the company's London offices in Tavistock Square, although regular homeworking is supported. Travel to the office (commuting) or to external meetings in a timely way is required according to business need. If driving for work a risk assessment must be completed including details of appropriate insurance and licencing
Technical	Utilise information and communications technology (ICT) including word processing, spreadsheets, databases, internet, email, electronic diary etc. in order to achieve the objectives of the post.

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 appropriate with 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.

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Person Specification

Criteria		Essential	Desirable	How tested
1. Qualifications	General Practitioner with a current GMC licence to practise. MRCGP	✓		CV
2. Role Experience	Experience of leading healthcare organisations NHS commissioning experience or equivalent Experience working with Boards Experience of business management including an understanding of directors duties	✓ ✓ ✓ ✓		Interview Plus CV
3. Task experience	LMC membership LMC Leadership: Committee Officer or executive role eg Medical Director or LMC Secretary	✓	✓	CV Interview
4. Specialist knowledge	GP partnership or understanding of practice leadership		✓	IV Plus CV
5. Key skills	Negotiation and influence Ability to make decisions amid complex/wicked problems Ethically driven Prepared to and experienced in challenging bodies with power, in the interests of general practice.	✓ ✓ ✓ ✓		IV Plus CV
6. Relationships	Builds influential relationships externally, has extensive network. Leading senior staff teams, commanding followership.	✓ ✓		IV Plus CV
7. Interpersonal skills	Makes connections with people to build support and allyship	✓		IV Plus CV
8. Strategic/operational exposure	Experience of developing and delivering organisational level strategy. Experience of working in	✓		IV Plus CV

	strategically complex and political environments	✓		
9. Project leadership/ sponsorship	Offers high level sponsorship to critical projects	✓		IV Plus CV
10. Record of delivery	Record of leading a GP organisation	✓		CV
11. Technical skills	Skills required to operate as a general practitioner with a licence to practise	✓		CV
12. Continuous professional development	As required for GMC Revalidation Self-directed	✓ ✓		CV