

**NORTH & SOUTH ESSEX
LOCAL MEDICAL COMMITTEES LIMITED**



JOB DESCRIPTION

Job Title: Deputy Chief Executive

Responsible To: Chief Executive

Location: The post is currently based at the LMCs' offices in Hatfield Peverel, but candidates should appreciate the post involves considerable travel on the employer's business throughout Essex to numerous NHS sites and, on occasion, further afield to attend NHS and governmental meetings and the like. Considerable mobility is required due to the very nature of the LMCs' business, and the developing and changing needs of the National Health Service. Candidates will also be required to work at or from home.

Job Purpose: To advise on strategies and policies to ensure that the role of deputy chief executive provides the support required to implement decisions made by the LMC board and the chief executive and to provide a service to the LMCs' constituent practices to ensure that they receive appropriate guidance to enable them to function to the highest levels possible and to provide patient care to outstanding levels.

Job Summary: The post holder will contribute to the development, implementation and achievement of the operational plans and business requirements of North and South Essex LMCs Ltd

Key result areas:

1. As a member of the senior management team, participates with the Chief Executive and the board of the LMC formulating the LMCs' strategies, policies, plans and budgets, and monitors the LMCs' performances to ensure that the LMCs' mission and goals are achieved.
2. Provides appropriate decisions and advises the Chief Executive, the Board of the LMC, and other LMC colleagues on the LMCs' strategies, policies, plans and budgets, and ensures that targets and objectives are met by implementing all strategies, plans and budgets, helping to maximise the LMCs' income and effectiveness.
3. Provides the Chief Executive, the Board of the LMC and colleagues with such guidance and oversight as is necessary to ensure that the LMCs' core values are upheld and that its ethos and social responsibilities are to the fore.
4. Maintains awareness of and understands fully any changes which could impact upon the LMC or the LMCs' stakeholders.
5. Deputises for the Chief Executive as and when required.



6. Attends meetings of the LMC and the LMC board, and other meetings as required and coordinates and formulates plans for those meetings, agendas and supporting papers, produces minutes, and undertakes any follow-up actions required following such meetings and provides regular reports to the Chief Executive and the LMC board.
7. Provides leadership and motivation to ensure that all aspects of HR management are developed in order to communicate and effect the necessary strategies from the Chief Executive and board of the LMC. Builds effective relationships with all LMC employees, and encourages colleague engagement.
8. Encourages self-direction amongst LMC staff, providing guidance as appropriate, and trusts colleagues to undertake their duties independently.
9. Shares information with members of the LMC team.
10. Ensures that resource development is both planned and directed, performance and career management processes and programmes are designed and implemented to improve individual and organisational performance and effectiveness, and provides employees with appropriate opportunities to develop their abilities and careers within the LMC and to make the best use of their capabilities.
11. Treats all colleagues, both internal and external, fairly, equally and consistently.
12. Provides relevant training to colleagues and stakeholders.
13. Provides appropriate leadership, review and development of the LMCs' constitutions with a view to solutions or improvements ensuring that any proposed variations or changes are internally sound and can be implemented effectively.
14. Advises on CCG constitutions, including formulation of the LMCs' response and advice and liaison with practices.
15. Advises on the development of strategic and operational policy documents.
16. Advises on the interpretation of NHS regulations and produces guidance to assist practices.
17. Builds trust and effective key relationships with the LMCs' partners and stakeholders, to include internal relationships with LMC personnel and the board of the LMC, GP practices within the LMCs' area (including individual general practitioners and practice managers), clinical commissioning groups, STPs, primary care networks, NHS East of England region, regional and national LMCs, the general practice committee, the BMA, accounting and legal advisers to practices, and local health and social care organisations, as appropriate, or any of their replacement or successor organisations, positively advancing the aims of the LMC and required purposes or objectives.



18. Provides thorough advice and routine daily support to practices on an exceptionally wide range of issues, including interpretation of guidance, contract funding and enhanced services and any such other requirements as identified from time to time.
19. Investigates complex GP practice issues that require support and guidance formulating responses to commissioners and regulators, generally involving face-to-face meetings.
20. Leads on contractual funding issues for practices and is a source of expertise on the equitable funding initiative in Essex (PMS to GMS, PMS reviews).
21. Generally advises and implements knowledge development processes for practices.
22. Provides support to the Chief Executive and others within the LMC to direct and control various functions to ensure the LMC provides an effective and world-class service to constituent practices, doing so within any legal, statutory and regulatory requirements.
23. Provides interviews to press and media.
24. Undertakes self-development.
25. In conjunction with the Chief Executive and team members, agrees targets and standards of performance that support the attainment of the LMCs' goals and objectives.

General and applicable to all posts:

All employees of the Essex LMCs Ltd will comply with the policies and procedures of the organisation and will be governed where appropriate by the relevant legislation and regulation of NHS organisations.

Essex LMCs is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

NB: This Job Description will be subject to regular review and North and South Essex LMCs 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 North and South Essex LMCs Ltd.

26th July 2019