**Chief Executive, Nottinghamshire LMC – Job Description**

The Chief Executive is accountable to the Chairman and Executive officers of the LMC and the Committee of elected members. The Chief Executive is accorded full delegated responsibility to manage the organisation which supports the LMC. This comprises the LMC secretariat team itself, (currently numbering 2 individuals full-time.

The Chief Executive is ex officio the LMC secretary (a post often occupied in other LMCs by medically qualified individuals). They will have the support of the North and South Liaison officers/secretaries and will also have access to legal and insurance cover.

The Chief Executive is also de facto the Finance Director of the and is responsible, as the main budget holder, for ensuring that the LMC organisation is economically sound and able to live within its means, maintains adequate reserves. The Chief Executive is expected to liaise with the LMC’s accountants (Macintyre Hudson), reporting on these matters to the LMC and providing them with the necessary assurance before ensuring the accounts are signed off and presented in summary form in the LMC’s Annual Report.

The Chief Executive is expected to work a minimum of 37.5 hours per week, i.e. 7.5 hours per day excluding lunch breaks. Core office hours are between 8.30 am and 5.30 pm. Attendance at LMC meetings, which on occasions may take place in the evenings.

All LMC employees are eligible for mileage payments at 0.45p per mile for out of office journeys.

The Chief Executive can delegate responsibilities as they see fit but the range of activities for which the Chief Executive is expected to be personally responsible, on occasion, includes *inter alia*:

* Leading LMC representatives in formal and informal meetings with representatives of CCGs, NHS England, other LMCs, other local representative committees, Health Education England and its subsidiaries, and other bodies as appropriate.
* Being the designated LMC representative on organisation bodies as appropriate.
* Attending the LMC Secretaries conference as a representative of the LMC, and the LMC conference as an observer.
* Overseeing the drafting of minutes for the LMC conference and any special conferences for approval by the Committee.
* Overseeing the setting of agendas for LMC meetings with input as appropriate from the Chairman and Officers and for any meetings with CCGs or others, and reading and approving minutes of the same.
* Approving, and contributing to as appropriate, all LMC publications, including monthly newsletter and the LMC’s Annual Report.
* Drafting/approving and keeping updated a strategic business plan for the organisation at a whole.
* Making sure the LMC is adequately staffed and follows good employment practice, ensuring staff are adequately trained for the work they undertake and have access to annual appraisal and personal development plans as appropriate.
* Convening internal meetings of the senior team, liaison team and staff meetings as appropriate.
* Convening Directors meetings, personally preparing the confidential agenda papers and drafting confidential minutes.
* Convening meetings with the various local bodies, such as the Trusts. County Council
* Overseeing the financial performance of the organisation, as a whole ‘signing off’ staff wages each month, meeting with the LMC accountants at least once annually and making sure the organisation in all its facets is adequately insured.
* Meeting with individual practices or GPs to discuss matters of appropriate importance.
* Overseeing the meetings with groups of practices, whether federations or other collaborative structures, in order to give advice and strategic support or facilitation to aid their development.
* Preparing reports and giving advice to the Committee at company meetings and to the constituency at LMC open meetings, offering presentations to these on important matters in which the LMC has an interest.
* Chairing conferences and workshops organised by the LMC, where appropriate.
* Offering to chair partnership mediation meetings as necessary and appropriate.
* Participating in workshops and training events organised by LMC, or as appropriate where the Chief Executive’s specialist knowledge is of value, always assuming such appearances enhance and in no way harm the LMC’s reputation or values.
* Leading negotiations on GPs’ or practices’ behalf where required, or providing facilitative intervention and advocacy where individual GPs need help or representation in disciplinary or performance review processes, where appropriate.

**Chief Executive, Northamptonshire LMC: Personal Spec**

The personal qualities the Chief Executive will need to demonstrate comprise:

* Diligence, dedication to their role, self-motivation and capacity for hard work.
* Excellent communication skills, both written and verbal, including the ability to speak in public and address mixed audiences with confidence and clarity and articulate the needs and desires of the LMC and its constituents.
* Ability to manage their time flexibly and ‘go the extra mile’ in order to get the job done.
* Ability to organise their time effectively, with the assistance of their personal secretary/PA, prioritising tasks and delegating where appropriate and keeping an eye on deadlines.
* Ability to identify gaps in their knowledge and skill set and take appropriate steps to rectify any shortcomings by taking advice from appropriate individuals and undergoing appropriate training or self-development, in line with their annual appraisal (by the Chairman) and any personal development plan.
* Ability to lead, motivate and inspire their team while encouraging and be open to creative input from them, and an ability to manage staff constructively and get the best out of them.
* Ability to negotiate where required and influence others in positions of authority and win their confidence and trust.
* Ability to maintain a healthy work/life balance being mindful of the need for personal resilience while coping with work pressures and competing demands on their time.
* The ability to keep calm under pressure and to keep personal feelings in check in difficult circumstances.
* Ability to represent i.e. advocate for, advise, counsel and support individuals needing that support, where appropriate.
* Ability to innovate and think strategically anticipating the outcome of developments which may impact on the LMC organisation and its work, and prepare contingencies as appropriate.
* An understanding of how to market the LMC, its services and its achievements to its constituents to best effect, in order to guarantee their continuing support.

Other *essential* qualities comprise:

* Clean driving licence and vehicle provided at their own expense.
* Good IT skills and understanding of IT developments relevant to the work of the LMC.
* Familiarity with social media.
* Familiarity with good HR practice.

*Desirable* qualities comprise:

* Knowledge of NHS corporate structures and processes.
* Project management experience.
* Ability to prepare and assess business cases.
* Familiarity with contracts and partnership agreements.
* Familiarity with employment law.
* Mediation skills.
* Ability to write in a variety of styles to communicate the LMC’s message in a variety of media and to a variety of audiences.
* Ability to listen and to act when needed