**The Secretariat of the Local Medical Committees for**

**Berkshire, Buckinghamshire & Oxfordshire**

Mere House, Dedmere Rd, Marlow, SL7 1PB

Tel: 01628 475727

Fax: 01628 487142

**Chief Executives** Dr Matt Mayer & Dr Richard Wood

**Chair** Dr Simon Ruffle

Web: <http://www.bbolmc.co.uk>

Email: ceo@bbolmc.co.uk

Advertisement for the Position of

Medical Director

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| Area | Buckinghamshire |
| Time Commitment  | 4 sessions per week |
| Primary Location | Marlow |
| Start Date | January 2020 |
| Apply to | Chief Executiveceo@bbolmc.co.uk  |

Background Description of BBOLMCs Ltd

The Secretariat of the Local Medical Committees of Berkshire, Buckinghamshire & Oxfordshire Ltd is a company limited by guarantee which serves the three county LMCs of Berkshire, Buckinghamshire & Oxfordshire and their constituent levy-paying practices and GPs. Its role includes:

* Secretariat services to the county committees
* Providing representation on behalf of constituents to organisations or parties both inside and outside the NHS
* Negotiating terms and conditions locally for the benefit of General Practice
* Providing advice to constituents on statutory, contractual and professional matters
* Pastoral support to constituents in difficulty
* Mediating disputes between constituents and finding resolutions
* Ensuring the interests of local General Practice are protected in all matters

Current Secretariat staff of BBOLMCs Ltd are:

* 2x Chief Executives
* 1x Medical Director – Berkshire
* 2x Admin Staff

Oversight of the Secretariat is provided by a Board of 9 Directors (3 from each County), amongst whom is an elected Chair and Treasurer. Each County then has its own Chair and Treasurer and elected representatives.

Role Responsibilities

Broadly speaking, the role of the Medical Director is for the front-line provision of LMC services to practices and GPs in communication with and under supervision of the Chief Executives. Each Medical Director is assigned to one county. Specific responsibilities include:

* Advice to practices on matters such as – Contracts, regulations, statutes, partnership matters, premises, pharmacy, professional standards, workload and remuneration
* Represent the LMC at meetings with CCGs, NHS England, PAG, STPs, Federations and other stakeholders
* Deputise for the Chief Executives in their absence
* Act as Secretary for their county LMC and liaison meetings, writing agendas and finalising minutes
* Provide pastoral support and care to GPs in difficulty
* Work closely and liaise with the Chief Executives, meeting them weekly and updating them on workstreams

Required Experience, Qualifications & Attributes

Candidates should not in any way feel put off if they lack some or all of the desirable attributes – we can teach you those. Furthermore, a lack of experience in LMC work should not discourage people from applying. On the job training and mentoring will be provided by the Chief Executives and Board.

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| Essential |
| * A qualified General Practitioner
* Registered with the GMC
* Currently on the National Performers’ List
* Compliance with the BBOLMCs Conflict of Interests policy
* Excellent communication skills
* Willingness to learn on the job
* Current driving license and access to car
* Excellent time management and ability to prioritise
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| Desirable but not essential |
| * Experience in medical politics, either at a local or national level
* Negotiating experience, either training or in practice
* Experience in conflict resolution and de-escalation
* Detailed grasp of NHS contracts & regulations
* Understanding of the structure of the NHS
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Time Commitment

The role is for 4 sessions per week, ideally over two full days. The working days of the week are negotiable; however, it would be desirable for the candidate to be on duty during one or both of Buckinghamshire County and Liaison meetings which are held on Friday afternoons and Tuesday afternoons respectively.

Location

The successful candidate will be based at the BBOLMC offices in Marlow, Buckinghamshire. However, they will only be required to be present at the office in person for 1 session per week for a staff meeting/briefing. The rest of their time may be spent elsewhere in the county in the discharge of their duties, and/or remotely working, some of which can be done from home.

Remuneration Package

* Competitive salary comparable to local GP rates of pay
* Private pension contribution (Note: This job is not eligible for NHS pension)
* Mileage reimbursement at 45p per mile
* Sick leave and annual leave entitlement in line with NHS entitlements
* Reimbursement of GMC registration fees

Application

Interested candidates should send a CV with details of 2 referees and a covering letter to ceo@bbolmc.co.uk. Please also contact the same address with any queries or if you would like to discuss the role further.