

JOB DESCRIPTION	
<b>Job Title:</b>	Chair of BEMS Council
<b>Accountable to</b>	BEMS Council
<b>Hours</b>	1 session (4 hours) per month on average <ul style="list-style-type: none"> <li>- to be available to attend Primary Care Collaborative on the afternoon of third Thursday of the month (2 hrs inc. prep)</li> <li>- Quarterly BEMS council meetings usually held on a different Thursday afternoon (2 hours including prep)</li> <li>- Other chair work (meetings and emails – 1-1.5 hrs a month)</li> <li>- If additional work or meetings is occasionally required (such as for the AGM), these hours will be paid.</li> </ul>
<b>Rate of Pay</b>	£71.11 per hour (employed salaried rate which is pensionable) or £98.06 per hour if on a sessional basis
<b>Location</b>	BEMS HQ 1a, Paulton House, Old Mills, Paulton, BS39 7SX  Most meetings virtual / MS Teams

ROLE SUMMARY
<p>Provide independent, non-executive leadership to the BEMS Council (GP Federation Board).</p> <p>Chair Council meetings effectively, ensuring clear agendas, decision-making, and governance compliance.</p> <p>Attend the Primary Care Collaborative, which is the ‘voice of primary care’, members include all the PCN Clinical Directors, representatives from BEMS, ICB, Wessex LMC and a Practice Manager.</p> <p>Support the development and implementation of BEMS’ strategic vision, ensuring alignment with local NHS and primary care priorities.</p> <p>Facilitate constructive debate, challenge constructively, and encourage diversity of opinion to strengthen decision-making.</p> <p>Mentor and support the CEO and executive team, while maintaining independence from day-to-day operational management.</p> <p>Promote and uphold the values of collaboration, quality improvement, and patient-centred care.</p> <p>Uphold BEMS’ values as a membership-focused, not-for-profit organisation dedicated to patient care and community health.</p> <p><b>Organisational Chart (See appendix 1)</b></p>

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Fully qualified and practicing General Practitioner</li> <li>• Registered on a Local NHS England performers List.</li> <li>• Possess a current and full registration with the General Medical Council (GMC).</li> </ul>	<ul style="list-style-type: none"> <li>• GP Practicing in the B&amp;NES and West Wiltshire area.</li> <li>• Formal leadership and management training.</li> </ul>
<b>Experience, Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Significant experience in primary care leadership.</li> <li>• Strong understanding of NHS primary care. commissioning, local healthcare landscape, and GP federation models.</li> <li>• Understanding of financial strategies and finance related performance metrics.</li> <li>• Strong aptitude for verbal and written communication, presentation, and relationship management.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience as a chair or non-executive director in a healthcare organisation.</li> <li>• Understanding of financial management and healthcare commissioning.</li> <li>• Experience in managing complex stakeholder relationships.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates personal and professional integrity.</li> <li>• Proactive, flexible and positive attitude.</li> </ul>	

## **Conduct**

- To demonstrate professional and ethical behaviours always including when liaising with internal and external colleagues.

## **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carer's, BEMS staff and other healthcare workers. They may also have access to information relating to BEMS as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of BEMS may only be divulged to authorised persons in accordance with BEMS policies and procedures relating to confidentiality and the protection of personal and sensitive data

## **Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in BEMS Health & Safety Policy, to include:

- Using personal security systems within the workplace according to BEMS guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified to the Operations Manager

## **Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with BEMS procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

## **Personal/Professional Development:**

The post-holder will participate in any training programme implemented by BEMS as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Be up to date with NMC revalidation

### **Quality:**

The post-holder will strive to maintain quality within BEMS, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

### **Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly
- Communicate with other NHS Bodies

### **Safeguarding:**

BEMS is committed to safeguarding and promoting the welfare of children, adults and young people. All staff will receive training on Child & Adult Protection; Safeguarding Children & Adult Policies and Procedures as part of their Induction and annual updates. This training will equip the post holder with the knowledge of what to do if they have concerns about the welfare of a child or adult.

### **Flexibility**

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role to ensure business needs are satisfied.

# APPENDIX 1 - ORGANISATIONAL CHART

