

## Barnet Federated GPs Director & Training Hub Clinical Lead

### Job Description

<b>Reports to:</b>	Chair Barnet Federated GPs & NCL Training Hub Board
<b>Accountable to</b>	Barnet Member Practices & HEE London Primary Care Dean
<b>Time Commitment:</b>	3 Sessions per week (1 session BFG, 2 sessions TH)
<b>Salary:</b>	£15K per Session package (including national insurance)

### Job Purpose

- To represent both organisations' memberships and ensure the organisations operate in line with the agreed values and principles,
- To act as Clinical Lead for Barnet Primary Care Training Hub and provide support to the Training Hub Programme Manager.
- To provide clinical leadership and strategic input into workforce planning in Barnet.
- To act as a Board Director of Barnet Federated GPs
- To agree the strategic direction of both organisations and have oversight of Business/Activity Plan delivery.
- To act as an Ambassador for the health of Barnet, the Training and Development needs of the Barnet Health and social care workforce, the Training Hub, and the GP Federation.

### Key Responsibilities

- To ensure the continued engagement and involvement of the membership of both organisations in the organisations' strategies and visions.
- Engage with the membership to identifying opportunities to support the workforce.
- Attend all Board meetings, appropriate Board Committees and Board development sessions.
- Provide leadership for workforce steering group and related working parties.
- To be responsible for workforce development in Barnet.
- Active engagement and relationship building with stakeholders and key partners, both at Barnet level and at NCL level.
- Have oversight of the Business Plans, holding the Executive Management Team to account for delivery.
- To help build educational and training capacity in Barnet Primary & Community Care.
- Input into the formulation and oversight of policies and procedures.
- Promotion of the Barnet GP Federation and Barnet Primary Care Training Hub.
- Active engagement and relationship building with shareholders, stakeholders, and key partners.
- The post holder will be expected to have input into the research support function of the organisation (i.e., through working with NOCLOR or other organisations).

- Collaborate with NCL locality training hubs to support the goals of the NCL Training Hub and the NCL Sustainability and Transformation Partnership (STP)
- Ensure delivery of Training Hub core functions as set out in Primary and Community Care Training Hub programme, Common Operating Guidance (appendix 1)
- Respond to workforce and education transformational work-streams in conjunction with HEE Primary Care School and the NCL STP
- Ensure adherence to governance principles and reporting pathways as set out in Primary and Community Care Training Hub programme, Common Operating Guidance (appendix 1)

### **General Duties**

- Attend meetings.
  - BFG: Formal Board meetings and Board Development sessions and briefings, and Committees, shareholder, and stakeholder meetings as appropriate.
  - TH: The weekly steering group, monthly operations, quarterly Training Hub Board, Integrated Care Partnership, NCL Clinical Leads, Monthly Joint Operational Group, Faculty meetings, and monthly STP Facing Training Hub meeting.
- Provide appropriate challenge to Board colleagues.
- Contribute to the agenda, style, and tone of Board discussions to promote constructive debate and effective decision-making. The agenda for the Board should be focused on strategic matters and be forward looking.
- Monitor performance of business plan KPIs, endeavouring to ensure they are fulfilled
- Ensure that there is effective and appropriate dialogue and engagement with members and stakeholders.

### **Strategy**

- Contribute to the development of corporate Board strategies to deliver the Business Plans.
- Proactively support major Board decisions and their development ensuring that due consideration has been given to the views of the membership and the impact on patients.
- Proactively foster long-term relationships with health and social organisations.

### **Human Resources**

- Take responsibility, in conjunction with the Board, for own personal development and ensure that this remains a priority.
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.

### **Communication and relationships**

- Effectively communicate the vision and purpose of the organisations.
- Advocate and represent the organisations at external meetings and events.
- Maintain appropriate links with commissioners, partners, and stakeholders, as well as with the wider local and national health and social care community.



- Uphold the values of the organisations, to be an appropriate role model and to ensure that the Board promotes equality and diversity for all its patients, staff, and other stakeholders.
- Be an ambassador for the organisations; be knowledgeable and aware of local and national issues.
- Set an example on all aspects of policies and procedures.

This job description may be reviewed in the light of changing circumstances and should be regarded as a guide to the duties required and is not definitive or restrictive in any way. Any changes will be fully discussed with the post holder. This job description does not form part of the contract of employment.

## Appendix 1



Adobe Acrobat  
Document National Tr

Primary and Community Care Training Hub programme  
Common Operating Guidance

## **Barnet Federated GPs Director & Training Hub Clinical Lead**

### **Person Specification**

Unless otherwise stated, the following criteria are essential:

#### **Qualifications & Training**

- GP Partner or Salaried GP working in general practice in Barnet
- Evidence of continued professional development

#### **Experience & Knowledge**

- Credibility within profession with leadership experience.
- Working effectively within organisations and across organisational boundaries.
- Previous experience of working in senior collective decision-making groups such as a Board or Committee.
- Knowledge of the primary care development agenda and ideas to improve processes and outcomes for patients.
- Understand the principles of value for money and an ability to challenge performance on this basis

#### **Skills**

- A high level of ability to gain support from shareholders, stakeholders, key partners by influence and use of political acumen.
- The ability to think clearly and creatively.
- Ability to work well with others in teams, networks and organisations and achieve consensus and make difficult decisions.
- Demonstrable ability to exercise sound judgment and the confidence to question and challenge information from others (who may be experts in their field).
- Ability to communicate effectively in public meetings.
- Demonstrable commitment to continuous improvement.

#### **Time Commitment:**

The role will initially be 3 sessions per week. There may be the opportunity to increase this to 4 sessions a week subject to funding.

#### **Remuneration**

This role will be remunerated at three sessions per week (where a session equates to four hours), reviewed annually by the Nominations and Remuneration Committee, plus reimbursement of reasonable expenses in accordance with Company policy. Remuneration will be kept under review.



## **Period of Appointment**

The appointment will be for an initial period of 36 months, subject to annual review and probationary period. After a maximum of 36 months before the post will be subject to re-selection.

### **Location**

Meetings are held at a variety of venues across Barnet, and very occasionally further afield.

### **Health and Safety**

- To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.
- To co-operate fully in discharging the Federation and Training Hub policies and procedures with regard to health and safety matters.

### **Equality and Safeguarding**

The Federation and Training Hub are committed to a policy of equality in all our employment practices and it is essential that all office holders are willing to make a positive contribution to the promotion and implementation of this. Recruitment is done in line with safe recruitment practices.

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