

## Chair

### Job Description

**Accountable to:** Members and Shareholders

**Time Commitment:** Two sessions a week

**Salary:** £27,503 on payroll (additional £3,731 NI if off-payroll)

#### **Job Purpose**

- To lead the Board of the Federation and the oversight of the organisation's agreed strategic goals and business plan.
- To support the development of Board Members.
- To appoint and oversee the performance of the Federation Chief Executive
- To act as an Ambassador for the Federation.

#### **Key Responsibilities**

- To ensure the continued engagement and involvement of members within the organisation's strategy and vision.
- Be pro-active in identifying opportunities for organisational development.
- Attend all Board meetings, appropriate Board Committees and Board development sessions.
- Provide direction and support for the management team.
- Provide oversight to the Federation's Business Plan and overall finance.
- Input into the formulation and compliance with company policies and procedures.
- Promotion of the Barnet GP Federation.
- Active engagement and relationship building with shareholders, stakeholders, and key partners.

#### **General Duties**

- Attend monthly GP Federation Board meetings.
- Attend or chair, where appropriate, other relevant organisational meetings including committee meetings, performance management, strategy, shareholder, and stakeholder meetings.
- Provide appropriate challenge to colleagues across the Board of Directors.
- Ensure that Board members receive accurate, timely and clear information to enable them to monitor performance, make sound decisions and give appropriate advice to promote the success of the Company.

- Set the style and tone of Board discussions to promote constructive debate and effective decision-making. The agenda for the Board should be focused on assurance, compliance, and strategic matters and be forward looking.
- Ensure that there is effective and appropriate communication of financial and other information by the Company to its shareholders by management.
- Develop an understanding of the views of and maintain open dialogue with shareholders.

## **Strategy**

- Oversee the formation and implementation of organisational strategy.
- Oversee major Board decisions and their development ensuring that complete consideration has been given to all options during the process.
- Proactively foster long-term relationships with health and social care organisations.
- Participate in escalated matters as required.

## **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 organisation.
- Advocate and represent the organisation at external meetings and events.
- Foster relationships with key stakeholders ensuring that the interests of all stakeholders are fairly balanced at all times.
- Uphold the values of the organisation, 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 organisation; 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.*

## Chair

### Person Specification

Unless otherwise stated, the following criteria are essential:

#### **Qualifications & Training**

- Qualified Medical professional with Certificate of Completion of Training (CCT) in general practice
- Evidence of continued professional development.

#### **Experience & Knowledge**

- Credibility within profession with leadership experience across a range of initiatives within primary care.
- Working effectively across organisational boundaries and working collaboratively and in partnerships both internally and externally.
- Previous experience of working in senior collective decision-making groups such as a Board or complex committees or have high level awareness of Board-level working.
- Experience in overseeing the development and delivery of organisational strategy.
- Good understanding of the health and social care system with ideas to improve 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, make sense of complexity and clarify it for Board and Shareholders.
- Ability to work well with others in teams, networks and organisations and achieve consensus when there are diverse views.
- Capability to understand and analyse and critically review complex issues, drawing on a breadth of data to inform decision-making, and to see that information ethically to balance competing priorities 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 take a balanced view on health-care related decisions and judgments.
- Ability to communicate complex and challenging issues clearly and effectively in public meetings.
- Demonstrable commitment to continuously improve organisational financial and strategic outcomes.

## **Time Commitment**

The Chair will be expected to undertake a number of functions including:

- Attendance and participate proactively at monthly Federation Board meetings in Barnet (meetings typically last 1.5 hours).
- Attendance at the Annual General Meeting and regular Members' Meetings.
- Attendance at additional events / board development meetings / external meetings as required, often chairing:
- Participation, and possibly chairing of committees and relevant Task and Finish groups.
- Communicate and promote the Federation's mission and plans to the shareholders, stakeholders, and the wider community.

As such, the time commitment is based on an average of two four-hour session per week.

## **Expectations of all board members:**

- Have an understanding of Federation strategic ambition and business plan.
- Have a clear understanding of Board level accountabilities.
- A high-level commitment to patient focus and the delivery of high quality, safe services in an innovative way.
- Be committed to working as a team member.
- Have the motivation to continually improve Federation.
- Be familiar with the policies and procedures of the Federation.

## **Remuneration**

This role will be remunerated at two 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 as the Federation develops and grows.

## **Period of Appointment**

The appointment will be for a period of 36 months, subject to annual review. After 36 months the post will be due for re-selection. Continuation in post is dependent on the continuing confidence of the full Board.

## **Location**

Meetings are generally held via MS Teams, however, there may be the requirement to attend meetings 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 Trust policies and procedures with regard to health and safety matters.

### **Equality and Safeguarding**

The Federation is 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.