

NORFOLK & WAVENEY LOCAL MEDICAL COMMITTEE

APPOINTMENT OF EXECUTIVE OFFICER

Name and Address of Employer:

Norfolk and Waveney Local Medical Committee
Wymondham Medical Centre
Postmill Close
Wymondham, NR18 0RF

Employment Contract Start Date

March 2012 (Start date negotiable)

Employee's Job Title

Executive Officer

Employee's Job Description

To assist the Principal Executive Officer in the day-to-day running of the office and to provide support and information to Norfolk & Waveney LMC's Officers, committee members and constituent General Practitioners.

This requires:

Working within a small office and understanding the expectation to appropriately assist colleagues with their workload, when required.

Clerical and administrative support for the LMC Officers and the Committee

Written and oral communication with constituent GPs and other relevant organisations

Attendance and organisation of meetings both locally and nationally, when required

To acquire a broad knowledge of national GP legislation and NHS policy and up-to-date knowledge of local general practice, acute trusts, community trusts and local authority

Specific responsibilities required of the Executive Officer are:

Secretarial

Note taking of meetings, when required

Administer letters on behalf of the Medical Secretary and Chair and/or Vice Chair

Assist in the preparation of the monthly LMC meeting agenda and papers

Monthly Flyers:

The production of a monthly flyer sent to all Norfolk and Waveney GPs

The production of a bi-monthly Practice Managers Newsletter

Buying Group:

To monitor the Buying Group

The administration of the LMC Buying Group, ensuring the latest deals and correspondence are appropriately edited and sent to all member practices

Ensuring the contact database is kept up-to-date

The attendance of Buying Group meetings

LMC Website

Assist in the maintenance of the LMC website

Upload appropriate documents that feature in the flyer/Practice Managers' Newsletter

LMC Events

Assist the Principal Executive Officer in organising LMC Events

Any other work we may require from time to time.

Hours of Work

22.5 hours, ideally over 3 days. Plus: the possibility of an additional 2 hours a month (with the exception of August) to attend the LMC's evening meeting, which takes place between the hours of 5pm until 7pm.

Salary

Employees' salaries are set according to the NHS Agenda for Change pay rates, Band 3

Expenses, Overtime and contribution towards a stakeholder pension