



JOB DESCRIPTION – Business Coordinator

JOB TITLE:	Business Coordinator Glasgow LMC Ltd Business Coordinator NHSGGC GP Sub committee
REPORTING TO:	LMC Chair and LMC Medical Director(s)
PRINCIPAL RESPONSIBILITIES:	Provide efficient administrative, secretarial, policy and clerical support for the Committee, working on own initiative in the day to day management of the LMC Office.

ABOUT GLASGOW LMC

Glasgow Local Medical Committee is the representative body for all NHSGGC General Practitioners. The LMC represents over 1,200 GPs working across primary care and GP practice settings in NHSGGC. We work with the Health Board, Health and Social Care Partnerships, and other local government and voluntary sector organisations that interfaces with GPs in developing policies for general practice and patient care. We have close links with the British Medical Association.

We are also the General Practitioner's Subcommittee of the NHSGGC Area Medical Committee (AMC). The AMC is the statutory medical advisory committee that advises the Health Board on all matters of clinical service delivery and professional matters relating to the medical workforce.

The LMC offices are at 40 New City Road, Glasgow. The offices include 2 meeting rooms, an IT training suite, and 2 staff office rooms. See- <https://www.glasgowlmc.co.uk/about-us/meet-the-team/>

MAIN DUTIES OF ROLE:

- Compile and prepare agenda, copying all relevant documents and ensuring distribution to members in time for meetings.
- Attend meetings, take notes, compile and produce accurate minutes for timeous distribution to committee members
- Update "Actions Log" and take forward any "actions" from meetings
- Produce and ensure prompt despatch of all correspondence relating to Committee business
- Maintain close working relationships with GP constituents and their practices
- Answer queries from GPs and practice managers
- Working with Medical Directors to promote LMC policies and objectives
- Maintain collaborative working relationships with Board and HSCP staff
- Organise and maintain efficient office systems, including IT hardware, software, websites and distribution lists
- Ensure an efficient filing system to provide ease of retrieval of information.
- Receive and distribute incoming mail accordingly
- Ensure maintenance of Office building fabric, equipment, alarms, and supplies

- Ensure Insurance Policies are up-to-date and adequate
- Compile yearly business plan
- Manage LMC accounts and monthly payroll, and liaise with Treasurer and Accountants
- Ensure Accountants have all relevant information to deal with all Limited Company and financial obligations in a timeous manner
- Organise meetings and conferences, etc. as required
- Book travel and accommodation for Office Bearers and members as required
- Manage any staff working and ensure all are compliant with our Policies and formally appraise said staff
- Submit to an annual appraisal
- Link and liaise with Glasgow practice managers and practice manager groups
- Liaise with LMCs/ SGPC/ BMA/ GPC/GPDF

Applications should be emailed to- recruitment@glasgow-lmc.co.uk
and include-

1. Cover letter
2. Curriculum vitae