



## GLASGOW LOCAL MEDICAL COMMITTEE LIMITED

[www.glasgowlmc.co.uk](http://www.glasgowlmc.co.uk)

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### Role Profile

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<b>Role Title</b>	<b>LMC Business Coordinator</b>
<b>Salary</b>	<b>DOE</b>
<b>Reports to</b>	<b>LMC Chair, Medical Directors</b>
<b>Based</b>	<b>LMC Office Glasgow</b>

Glasgow Local Medical Committee provides independent and democratic leadership to support General Practitioners in NHSGGC in the delivery of the highest standards of patient care.

The Committee consisting of elected GPs across NHSGGC supported by the secretariat and Officer bearers fulfils the functions of the LMC and the GP Subcommittee of the Area Medical Committee. The LMC Office team consists of the LMC Medical Directors and the Office Staff. For more details see- <https://www.glasgowlmc.co.uk/about-us/meet-the-team/>

The LMC deals with matters relating to remuneration, contracts and conditions of service. The GP Subcommittee provides advice to the Health Board on the operation of GP and health services, and advises the Area Medical Committee.

### Summary – purpose of the role

- To oversee and supervise all daily operations of the LMC and LMC meeting rooms
  - To provide point of contact for GPs and practice managers contacting the LMC
  - To ensure effective maintenance of the external and internal infrastructure of the LMC office
  - To organise and maintain efficient office systems including IT hardware, software, websites, and distribution lists
  - Organise and attend committee meetings, and to produce minutes and action logs
  - Take forward all appropriate actions from meetings
  - Manage office staff ensuring compliance with policies and appraisals
  - Management of the LMC accounts, finance and payroll. Working closely with the Company Accountants
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### **Skill (level and breadth of application)**

- Experience of daily running of an office with staff
  - Ability to work unsupervised and using own initiative
  - Experience of organising large meetings and minute taking
  - Experience in operating office computer hardware and server
  - Skilled in use of Office software applications
  - Experience of working as part of a team
  - Knowledge and experience of NHS services
  - Line management
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### **Intellectual demands (complexity and challenge)**

- To use initiative in order to achieve effective functioning of the LMC office and delivery on policy
  - Provide leadership to LMC staff
  - To identify and to provide solutions to office based problems
  - To have financial oversight and maintain LMC accounts
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### **Judgement**

- Works on and may lead on the development of LMC and GP subcommittee agendas with the office bearers
  - Developing and maintaining links with GPs, practices, and the wider NHS and BMA
  - Sound judgment and probity is needed
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### **Use of resources**

- Managing day to day expenditure of the LMC office budget as well as the resources of the GP subcommittee
  - Manage employed LMC staff
  - To book appropriate venues, travel, and accommodation as directed by office bearers
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### **Communication (level, internal and external demands and significance)**

- Provide minutes of LMC and GP subcommittee meetings in a timely manner
  - Regular liaison with LMC office bearers and LMC members
  - Communicate with GPs, practice staff, and other relevant bodies in order to promote the aims of the LMC and GP subcommittee
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### **Physical demands & coordination (physical effort and mental strain)**

- Normal co-ordination or physical demands associated with an office environment
  - It is expected that some travel will be required to local or national (Scotland and UK) meetings
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### **Working conditions and emotional demands**

- The job is conducted in a normal office environment and is not exposed to hazardous conditions or anti-social behaviour. The role contains minimal personal risk
  - The job will require regular attendance at meetings on evenings and occasionally weekends with the post holder required to deal with various work-related issues during non-office hours.
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## Code of Conduct

The post holder is expected to execute their role in line with our five behaviour principles. The following examples illustrate how we are using our behaviour principles to inform how we act:

### **Respect others:**

- Everyone has the right to contribute and should be encouraged to do so
- Every contribution is valued
- Listen to one another – do not interrupt
- Be open to others' ideas and opinions
- Try to see things from the point of view of others
- Be prepared to change your mind

### **Be professional:**

- Remember you are a doctor with expected professional behaviours
- Prepare for meetings – read papers
- Flag controversial issues with the chair beforehand to allow for extra time or debate
- Attend and actively participate in meetings
- Mentor and support new members

### **Be accountable:**

- State your case with clarity and brevity
- Explain your decisions and actions to your constituents
- Debate in private but support democratic decisions in public
- Maintain confidentiality
- Challenge constructively – consider the time, place and impact on others

### **Be representative:**

- Where possible, seek the views of those you represent on the issues that affect them
- Where possible, share relevant information and feed back any outcomes which are not confidential to your constituents
- Represent constituents' views at meetings and when voting
- Act in the best interests of members

### **Be kind:**

- Be welcoming
- Criticise ideas, not people
- Recognise positive behaviours
- Challenge disrespectful behaviours