



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Policy Advisor
<b>GRADE</b>	Advisor Manager 2
<b>REPORT TO</b>	National Director, BDA Scotland
<b>DIRECTORATE</b>	BDA Member Services
<b>OBJECTIVES</b>	The post combines maintaining an interest in and understanding of dental practice and oral health issues, with professional and high-quality committee secretariat skills, the ability to communicate effectively and a desire to provide a high-quality service to BDA members in Scotland
<b>PURPOSE OF JOB:</b>	To provide strategic support and advice to committees in Scotland and to ensure that elected officers, members and colleagues are informed of policy developments in the Scottish healthcare system

### **MAIN DUTIES & RESPONSIBILITIES**

#### **Committee and Working Group Support**

- To provide a professional and high-quality secretariat service to the Scottish Dental Practice Committee (SDPC) and its Executive Sub-Committee, Conference of Scottish LDCs Conference Agenda Committee (CAC) and BDA working groups, and meetings with key stakeholders. This involves cross working among the Committees Chairs and members through the production and circulation of detailed minutes, reports, and other committee communications, monitor and follow up actions and other administrative tasks relating to these meetings
- To provide secretariat services at Executive Sub-committee meetings with the Scottish Government and with NSS Practitioner Services Division
- To develop and prepare welcome packs for all committee members, and undertake inductions for new Committee Chairs as part of the triennial committee process and establish and maintain good working relationships with them

## **Conference of Scottish Local Dental Committees**

- To provide Secretariat support to the Conference Agenda Committee, which involves conference calls, writing minutes and undertaking follow-up actions
- To be responsible for the overall planning, co-ordination and management of the annual Conference of Scottish Local Dental Committees, and associated events including the pre-conference dinner. Liaise with the conference venue, speakers, guests, exhibitors, Scottish dental press and internal BDA stakeholders and to carry out post-event evaluation, draft the Conference Report, and any associated press releases following the event

## **Policy Development and Monitoring**

- Provide strategic advice and support to Scottish Committees, including advising Committees on sometimes sensitive and complex policy issues.
- To collate information for policy papers and maintain good management of the committee process in accordance with agreed guidelines and good practice.
- To monitor and report on issues relating to dentistry and oral health, including political developments, research findings, statistics and media articles
- To undertake special projects as required such as surveys, communicate the results and any subsequent action
- To take the lead on policy related consultations, and submit the final BDA Scotland formal responses and circulate to the relevant bodies
- To develop and maintain knowledge of dental care regulations and procedures and provide advice to Committees and members, record personal communications with members on the BDA Care database, and provide information about the work of the Member Services in order to provide advice on BDA policies to committees, members and other bodies

## **Stakeholder Engagement and Communication**

- To establish and maintain good working relationships with committee members, other BDA members, Scottish Government officials and other stakeholders
- To develop methods of communication to promote the work of the committees, including the BDA Scotland web pages, to ensure the profession is updated on relevant developments
- To represent the BDA at external meetings, as required
- To be responsible for the annual preparation and collation of the BDA Scotland fees guide information on receipt of the updated Statement of Dental Remuneration from the Scottish Government, and circulate to members and place on the BDA website
- To maintain a high level of teamworking and liaise with colleagues across the BDA

## **Membership**

- To seek opportunities to raise the profile and promote the work of the Association to help recruit and retain members

## **Corporate Activities**

- To liaise and collaborate with the BDA UK Election Manager on all issues relating to the triennial election process and any by-elections
- To liaise with the Principal Executive Committee Secretary on matters affecting the PEC arising from committee meetings

## **PERSON SPECIFICATION**

The post holder must be of graduate calibre with the following skills and attributes:

- Proactive approach with good organisational skills and the ability to plan and prioritise workloads
- Experience of supporting committees and providing a high level of service to Chairs and committee members
- An analytical mind and ability to assimilate and clearly summarise and present quantitative and qualitative information on a range of issues
- Excellent written and verbal communication skills
- To provide a high level of service to BDA members and other individuals
- The ability to work well individually and as part of a team
- Good IT skills, including website amendments
- A knowledge of, and interest in, healthcare systems and policy development

**Revised November 2020**