



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Policy Officer
<b>GRADE:</b>	Professional Support
<b>REPORT TO:</b>	Senior Policy Adviser – General Dental Practice
<b>DIRECTORATE:</b>	Member Services

**OBJECTIVES** 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 members of the BDA and BDA Committees.

**PURPOSE OF JOB:** To provide secretarial and policy support to committees and to assist in the development of policy in relation to general dental practitioners, NHS and private dentistry and issues particularly affecting early career dentists.

**MAIN DUTIES:** Support the development of BDA policy in a range of areas, with particular focus on general dental practice and issues affecting younger dentists.

## MAIN DUTIES & RESPONSIBILITIES

### Committee responsibilities

- To provide a professional and high-quality secretariat service to the GDPC and the GDPC Executive Sub-Committee, the GDPC Legislation Sub-committee, the GDPC Private Practice Group and the Young Dentists Committee and a number of short life BDA Working Groups as necessary.
- To attend and provide administrative support to external meetings, for example, with NHS England and the DHSC.
- To write policy papers, draft and summarise reports, and to assist with collating and drafting responses to consultations.
- To prepare welcome packs for committee members and support inductions for new committee members and new chairs as part of the triennial committee process.



- To establish and maintain good working relationships with committee members.
- To support the committee chairs, maintain close working relationships with them by preparing briefings, managing correspondence and organising and attending local and national meetings as required.
- To maintain good management of the committee process in accordance with agreed guidelines, standing orders and good practice.
- To be responsible for committee actions, produce action lists and to monitor these closely to ensure completion within deadlines.
- To communicate the work of the committees to ensure the profession is updated on relevant developments through newsletters, reports, and the BDA website.
- To undertake special projects as required.
- Arrange accommodation for members of the Students Committee for their twice-yearly meetings.

### **Research and knowledge building**

- Monitor policy developments related to dentistry as well as the wider environment, external political, legislative, economic and social developments of relevance to dentistry, both regionally and nationally.

### **Guidance and information**

- Provide guidance and information to BDA members on matters concerning general dental practice and the work of the Committees for which this role is responsible.
- Complying with relevant data protection requirements, record personal communications with members on the BDA CARE database.
- Provide information to other trade union representatives in relation to BDA activities and priorities.

### **Communication and liaison with other teams**

- Work with the Communications and External Relations Team to ensure that the BDA's media and parliamentary engagement activities represent GDPC policy and promote the importance of the work of the Committee.
- Work with the Events Team on promoting communication and liaison between the Young Dentists Committee and Young Dentists group.



## PERSON SPECIFICATION

### Essential:

- Good undergraduate degree, or demonstrable equivalent work experience.
- Excellent written communication skills, with the ability to write clear, accessible minutes, reports and briefings.
- Excellent oral communication skills.
- Interest in health policy.
- Ability to pay attention to detail.
- Ability to work quickly and accurately under pressure.
- Excellent organisational skills and the ability to prioritise own workload and meet deadlines.
- The ability to work independently and as a member of a team.
- Excellent IT skills, including Microsoft Office.

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