

Job Description

Title:	Chair of the BSACI Primary Care Committee
Role purpose:	To lead the committee in the effective development of Primary Care allergy services throughout the UK and to co-ordinate and oversee all the other projects being undertaken by the Primary Care Committee
Background:	The Primary Care Committee (PCC) was started in 2007 and is a multidisciplinary group. The Committee is made up of GP's WER Allergy, health visitors with an interest in allergy, specialised community dietitians, representatives from Allergy UK and NASG and other PC workers with an interest in allergy.
Key Responsibilities:	<p>To provide leadership to the group when carrying out the strategic aims of the Committee</p> <p>To ensure the Committee is diverse and comprises of different professions and disciplines as well as geographical spread in order to have input from a wide range of professionals within the Primary Care sector.</p> <p>To set an agenda and chair 3 PCC meetings per year, 2 by teleconference and one in person at the BSACI Annual Conference.</p> <p>Report to council and attend a minimum of 2 (out of 3) council meetings each year and to feedback to PCC at the next meeting.</p> <p>To oversee the administration of the PCC Whatsapp Group bringing together PC workers with a specialist interest in allergy</p> <p>To work with the BSACI Training and Education Co-ordinator to keep the PC page of the BSACI website up-to-date.</p> <p>To approve applications for Primary Care Study days working with a small group of both primary and secondary care professionals</p> <p>A key responsibility of the Chair is ensuring each member signs a 'Confidentiality Agreement' and completes a 'Declarations of Interest' form which is scrutinized before each meeting ensuring any conflicts are declared and action is taken and minuted.</p> <p>To engender a culture within the committee of openness, transparency and wider engagement and ensure good information flows in and between BSACI committees/groups, members and external stakeholders.</p>

To work with the PCC to translate guidelines from secondary care to primary care.

To help to develop a national network of GPs

Skills

Leadership and chairing skills: Ability to organise, coordinate, and provide feedback on key decisions as well as manage competing or differing views professionally.

Communication skills: Possess excellent communications skills and possess the ability to conduct oneself in a positive and professional manner at all times.

Diplomacy, tact and calmness is a must

Ability to generate good working relations within the committee, across council and the organisation as well as between external stakeholders.

Knowledge

Knowledge of how the society operates

Experience

In a senior leadership role or similar

Of Chairing meetings effectively

Of working with committees

Of conflict resolution