Suggested template for chamber manager job description

|  |
| --- |
| **See online** * [**NASGP LocumDeck Chambers Operating System**](https://www.nasgp.org.uk/platform-faqs/nasgp-locumdeck-chambers-operating-system/)
 |

### Role Title

* Chamber Director

### Employment Status

* Employed
* Part/Full Time
* ‘Bonus’/activity related - the more members under their wing, the higher the pay.

### Accountable to

### Reporting to

### Place of work

* Home and location

### Pay Band

* [£80 per hour/ To be agreed]

### Hours

* [To be agreed/ 1 – 2 sessions per week]

### Contract

* 12 months

##

## Description

We are the leading membership organisation for GP locums across the UK with a passion for valuing the diversity and complexity of our primary care workforce. As part of this, we are creating professional communities of local, well supported GP locums, working within virtual entities called GP locum chambers. As well as providing effective and efficient short-term support for our GP practices, we also want to help recruit and retain these GPs, helping us build a more sustainable future workforce, whilst at the same time supporting GP practices to improve patient care.

These GP locum chambers will naturally coalesce in regional areas, with the aim of creating a locum chamber in every town in the UK.

## Roles and responsibilities

You will be the director for all locum chambers operated by NASGP in your specified region, overseeing approximately 150 locums across up to 10 different local chambers operated by NASGP.

Have oversight in the design and operation of clinical governance processes and pathways, including involvement in developing Quality Improvement Activities (QIA) for the chamber.

Act as a point of contact for organisations outside the chamber e.g. GP Federation, CCG, Primary Care Networks, in ensuring healthcare system safety.

Have oversight and input into the continuing professional development for chamber members.

Provide support for the Chamber Lead and Chamber Manager for quality concerns relating to members, practices or the wider healthcare system.

As required, provide quality assurance advice and support when onboarding new chamber members.

Provide a key contribution in managing performance concerns and significant events involving locum members as required.

### Ambassador

* The local chambers figurehead, able to speak with authority to the senior decision makers of local primary care organisations.

### Representation and networking

* Developing and nurturing relationships with primary care organisations. E.g.
	+ Clinical commissioning groups
	+ LMCs
	+ RCGP faculties
	+ GP federations
	+ STPs
	+ PCNs
	+ Education providers
	+ GP training schemes
	+ Prescribing networks

### Clinical director

* Supporting local Chamber Leads and Chamber Managers with clinical governance issues relating to members, practices and NASGP.
* Compiling feedback from chamber members to local practices, taking a systems-based approach to help practices make the most efficient use of their GP locum workforce.

### Education

* Working with chamber leads to ensure widespread access to quality educational events.

### Communications and engagement

* Regular, simple updates about what’s happening across your area, fed to NASGP HQ for dissemination, to encourage recruitment and retention.
* These can be written, video or podcast.

### Development

* Regular liaison and meetings with NASGP HQ to help improve services and benefits for members.

### Social

* Working with chamber managers and chambers leads to provide a program of social events for locums across the different chambers in your area.

## Skills required

* Highly self motivated and able to work as part of a remote team
* Driven by a passion to provide a sustainable and innovative locum chamber workforce solution to the benefit of your area’s local health economy.
* Ability to perform ‘front of house’ role – i.e first point of contact for queries
* Highly organised
* Display high level of discretion and confidentiality
* Ability to communicate via phone and email

# Notes

1. As an advisory role, the fulfilment of the notional time commitment to undertake the above responsibilities will be agreed by negotiation between the appointee and the NASGP.
2. The above list of key responsibilities does not purport to be exhaustive and additional responsibilities may be mutually agreed.
3. Whilst representing the NASGP, the appointee will be expected to comply with relevant NASGP policies.