

Job title	Head of Medical Affairs		
Job family	Quality, Risk and Assurance	Band	F

Job purpose

Provide medical and scientific expertise to the BBC workforce aimed at improving employee health. Support, provide governance and monitor BBC primary care services. Works alongside the Head of Safety, and other specialist teams to provide occupational health/general medical guidance, policy and health promotion to support workforce wellbeing and liaise with the management team to contribute to overall corporate strategy.

Key responsibilities and accountabilities

- Responsible for strategic development of the BBC’s health agenda including employee wellbeing, Occupational Health, community and Public Health in the locations where the BBC operates
- Develop and implement an Occupational Health & Wellbeing Strategy, with accompanying procedures and guidance
- Provide clear, independent and evidence-based advice to the BBC
- Support Safety, Security and Resilience in strengthening the BBC’s collective effort to improve the health and wellbeing of the workforce
- Improve understanding of occupational/workplace health and wellbeing, and develop a culture of wellbeing within the work force
- Develop, implement and support BBC policy where needed.
- Develop and implement and support BBC health promotion campaigns
- Manage the BBC mental health strategy and team
- Clinical governance and prescribing of medication for BBC Primary care hostile environment emergency first aid service
- Governance and clinical oversight of the outsourced BBC GP service
- Bring analytical skills to the fore to identify patterns where specialist advice is needed
- Advise on areas where further analysis and/or research is needed to protect or improve health within the BBC
- Keep abreast of medical updates and undertakes CPD (Continous Personal Development) activities to maintain knowledge required for professional membership.

Knowledge, skills, training and experience

Essential

- GMC registered Occupational Health Doctor with proven senior strategic and corporate experience in the development and implementation of health and safety programmes.
- Current clinical experience as a practicing physician
- Experienced medication prescriber with knowledge of current prescribing regulations.
- In-depth knowledge of relevant legislation, codes of practice, guidance and operating procedures across own discipline within SSR
- Sets and develops strategies and works strategically to realise organisational goals. Identifies and develops positive and compelling visions of the organisation’s future potential
- Deals with ambiguity, making positive use of the opportunities it presents, adapts to changing circumstances
- Sufficient breadth of specialist knowledge in the specialist subject/discipline to advise on specialist subject, and medical risk management.
- Ability to analyse and investigate and contextualise complex issues, identify key points to be addressed and develop effective, practical and simple plans to resolve problems
- Effective interpersonal and communication skills (verbal and written), including the ability to present clear and concise professional communications to a range of audiences within the BBC, and to external agencies as necessary.
- Able to analyse compliance performance, be an excellent communicator, able to report on key issues to divisional forums/management
- Manage financial budget
- Experience in implementing mental wellbeing programmes would be ideal.
- Accreditation / qualifications in Environmental Management and Sustainability would be ideal
- Experienced manager
- Experience in teaching and developing training programmes

Job impact

Reports to: Director of Safety, Security and Resilience

Decision making

- Work and tasks are self-directed
- Sets health strategy for the BBC, in collaboration with Director of SSR and Director of QRA, working closely with Director of HR Shared Services.
- Prioritisation of work for others as well as themselves. Responsibility for distributing work to a team of 2
- Autonomous in day to day work
- Provides technical medical expertise, working closely with government bodies to make decisions which are right for the organisation and for the public

Scope

- Sits on the Risk Committee and BBC Silver meetings
- Management of senior stakeholder relationships across multiple areas of the BBC
- People Management: has 5 to 10 direct reports.
- Budget responsibility for cost centre
- Learns and develops new appropriate medical and health response to organisation

Other information	
For Reward team use only	
Job Code	
Definition:	

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.