

Medical Foundation for AIDS and Sexual Health (MedFASH)

Head of Operations

£45,000 pa plus pension contribution. Annual leave entitlement starting at 25 days rising to 30 days after 5 years.

MedFASH wishes to recruit a Head of Operations who will work closely with, and deputise for, the Chief Executive, and will represent and support MedFASH in developing its role within the sphere of sexual health.

The postholder will play a leading role in agreeing and managing the delivery of MedFASH contracts, working closely with other members of the small staff team and reporting to the Chief Executive.

MedFASH

For over 20 years MedFASH has promoted excellence in the healthcare of people affected by HIV, STIs and related conditions by acting as a catalyst between policy and medical practice. The majority of its work takes the form of fixed-term funded projects. Recently completed projects include a review of the National Strategy for Sexual Health and HIV, the production of a resource pack to educate non-HIV specialists about diagnosing HIV and the development of new national standards for the management of sexually transmitted infections.

We have a small full-time staff of four, consisting of the Chief Executive, Head of Operations, Project Manager and Administrative and Finance Officer. The staff team is expanded by the use of external consultants and facilitators or additional fixed-term employees for individual projects.

This post

The postholder will represent MedFASH in liaison with the Department of Health, the NHS, professional bodies and other organisations including pharmaceutical companies, together with the Chief Executive to whom he/she will report. The Chief Executive retains ultimate responsibility for the implementation of MedFASH strategy, agreed by the Board of Trustees, and is pivotal in securing new projects and ensuring the quality of their delivery with the support of the Head of Operations.

The postholder will be responsible for establishing the contractual terms for projects and the processes to ensure they are delivered to time and within budget. Accordingly, the Head of Operations will have oversight of the other staff in relation to project delivery and other matters. The purpose of the role is to provide an expanded project management resource and generally to support the Chief Executive in managing and developing the organisation.

The existence of this post enhances the capacity of MedFASH to build on its successes and grasp new opportunities and challenges, while ensuring the maintenance of effective and well-managed operations. It requires flexibility, adapting to changing pressures and contingencies within the small staff team, and responding to organisational needs as they arise.

For further information, please visit the website at www.medfash.org.uk. For an informal discussion regarding this role please call us on 020 7383 6345. Please apply with CV and a covering letter which shows how you meet the person specification, together with a completed equal opportunities form, to Charmaine Daley at cdaley@medfash.bma.org.uk.

The closing date for applications is 15 March. We are expecting interviews to be held on 26 March 2010.

Main responsibilities of the post

1. Business planning

- 1.1. To advise the Board of Trustees and Chief Executive in developing, maintaining and monitoring the business plan.
- 1.2. To support the Chief Executive on strategic business development and key planning issues, providing challenge and making recommendations on major decisions in relation to organisational strategy and development.

2. Financial management

- 2.1. With the support of the Administrative and Finance Officer, to manage the MedFASH budget, liaising with the Treasurer, Board of Trustees and Chief Executive, and ensuring issues are identified, resolved and reported in accordance with good governance practice.
- 2.2. To oversee production of MedFASH annual accounts and ensure their submission to the Charity Commission after approval by the Board of Trustees.
- 2.3. To develop and maintain a financial strategy for MedFASH to ensure that sufficient funds are generated to enable the organisation to work effectively.

3. Project development and contract management

- 3.1. To identify and pursue opportunities and funding for project work in close liaison with the Chief Executive.
- 3.2. To develop and cost project proposals.
- 3.3. To take the lead in negotiating and agreeing contractual terms for work to be undertaken by MedFASH and for work commissioned by MedFASH.
- 3.4. To understand developments in procurement practice, and the implications for MedFASH.
- 3.5. To ensure that monitoring arrangements are in place to oversee contract delivery and incorporate these into the management reporting system.
- 3.6. To monitor the performance of and develop collaborative relationships with suppliers and partners.
- 3.7. To lead and/or to support individual projects and manage events undertaken by MedFASH.

4. Human resource management

- 4.1. To ensure that MedFASH has appropriate terms and conditions for its employees, and that these are updated in line with normal practice and operated in compliance with legal requirements.
- 4.2. To ensure that the organisation has the skills and expertise it requires to deliver against its objectives.
- 4.3. To support the development of employee skills and capabilities.
- 4.4. To create a working environment which is open and challenging, and facilitates team work and support for employees.

- 4.5. To ensure, in collaboration with the Chief Executive, that the staff are kept informed and engaged.
- 4.6. To review own performance, and suggest training needs and development of the Head of Operations post.
- 4.7. To provide line management to other staff in relation to their contribution to tasks within the responsibility of the Head of Operations

5. Communications

- 5.1. To support the Board of Trustees and Chief Executive in strengthening external communications to raise the profile of MedFASH.
- 5.2. To oversee the production of a MedFASH Annual Report.
- 5.3. To ensure that the website is up-to-date and enhances the reputation of MedFASH.

6. Guiding and assisting the Board of Trustees

- 6.1. To ensure that the Board of Trustees is able to operate effectively and is compliant with relevant legislation and regulation, including those which cover governance.
- 6.2. To support the Chief Executive in the preparation for, and follow-through from, meetings of the Board of Trustees and the Chair's Advisory Group to ensure that meetings are well-ordered, effective and serviced efficiently.

7. Deputising for the Chief Executive and other duties

- 7.1. To deputise for the Chief Executive as necessary.
- 7.2. To provide cover for other members of the staff team as necessary.
- 7.3. To undertake any other duties as required by the Chief Executive.

PERSON SPECIFICATION	Essential/ Desirable
<u>Strategic thinking and decision making:</u>	
Deals with complex and ill-defined problems	E
Takes a longer term strategic view	D
<u>Prospecting, planning and delivering:</u>	
Represents MedFASH and its skill sets to relevant personnel within the Department of Health, NHS, professional bodies and allied organisations, including pharmaceutical companies	E
Identifies priorities in agreement with the Chief Executive and focuses on these	E
Uses project management and appropriate techniques to deliver quality outcomes to deadline	E
Identifies risks and makes contingency plans	E
Organises services/activities to meet the needs of a range of customers and other relevant stakeholders	D
Leads change effectively	D
<u>Financial Management:</u>	
Leads and manages the development of strategic financial plans	E
Understands and applies good financial management practices	E
Understands and can undertake budget setting and monitoring activities	E
Understands and can develop project costings	E
Can provide financial performance reports to key stakeholders	E
<u>Managing resources:</u>	
Secures appropriate people, financial and technical resources and deploys them effectively	E
Ensures staff, consultants and trustees are aware of costs and look for value for money	E
<u>Managing relationships:</u>	
Deals with conflict appropriately	E
Establishes constructive working relationships	E
Challenges constructively and is open to challenge	E
<u>Making a personal impact:</u>	
Flexible and is able to switch quickly from individual to team working	E
Communicates clearly and effectively, verbally and in writing	E
Identifies, obtains and interprets information effectively	E
Uses networks so that stakeholder needs are reflected in the MedFASH work programme	D

<u>Improving the business:</u>	
Sets criteria for measuring effectiveness, establishes systems for monitoring quality and acts upon findings	E
<u>IT:</u>	
Understands the benefits of IT	E
Able to use the basic range of IT packages	E
Able to use Access and Lotus Notes	D
Able to oversee the development of the MedFASH website	D
<u>Commitment and understanding:</u>	
Demonstrates a commitment to MedFASH values and aims	E
Able to use evidence-based approaches to policy and/or public health	E
Understands issues & sensitivities in relation to sexual health and HIV	D
Familiar with the NHS and current health policy	D
Understands the requirements of working in the charity sector	D
<u>Other requirements:</u>	
Willing to work occasionally out of normal hours and to travel outside London	E