

## Role profile

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<b>Role title</b>	<b>DocHealth Chair</b>
<b>Term</b>	<b>1 September 2022 – 31 August 2025 (subject to annual reviews)</b>
<b>Salary</b>	<b>Voluntary role (unpaid) with reasonable expenses covered</b>

### Job Overview – Purpose of the role

*Describe as concisely as possible the overall purpose of the job*

- The Chair of DocHealth has a strategic role in representing the vision and purpose of DocHealth. The Chair provides leadership to the board/management committee and ensures that it maintains a strategic view of its work, in line with its remit.
- The Chair ensures that the board/management committee functions effectively, has objectives and that there is full and balanced participation at meetings, relevant matters are discussed and that effective decisions are made and action taken to implement them.

### Duties and Responsibilities

*List the core duties of the role and any special responsibilities*

- Ensure effective working relationships between the board members and management committee
- Facilitate change and address conflict within the board
- Act as figurehead and spokesperson as appropriate
- Represent DocHealth in discussions with stakeholders
- Keep up to date with developments
- Facilitate succession planning
- Plan, set the agenda and prepare for meetings with others as appropriate
- Ensure matters are dealt with in an efficient and orderly manner
- Bring impartiality and objectivity to meetings and decision making
- Maintain order during meetings, establish a finish time and prioritise items for discussion
- Ensure a fair and balanced discussion, giving every member an opportunity to contribute – including visitors as appropriate
- Aim to reach collective decisions and agreed action points, summarising these for members at the end of each agenda item and at the end of the meeting
- Ensure notes of meetings are accurate and timely and actions are taken and reported
- Ensure that reports to BMA and RMBF reflect DocHealth's work and position
- Contribute to and help guide discussions outside board meetings
- Take action as necessary, and in consultation as appropriate, and make decisions on behalf of the board between meetings
- Mentor less experienced board and management committee members
- Promote compliance with data protection legislation and confidentiality

- Ensure committee members are aware of their responsibilities in this area, monitor compliance and address any issues that may arise
- Uphold the values of both the [BMA](#) and the RMBF. Our aim is to foster a culture where individual differences and diversity are welcomed. We are committed to promoting equal rights and opportunities, pro-actively tackling discrimination or disadvantage in all forms and creating an open and inclusive culture.

## Skills/personal attributes

*Describe the skills and personal attributes expected for the role*

- Demonstrates strategic leadership
- Encourages collaborative working; working alongside other professionals and empowering individuals for the board and management committee to function effectively
- Demonstrates a collaborative approach to decision making and problem solving, challenging and supporting colleagues to get the best outcomes
- Excellent interpersonal skills, especially communicating and influencing
- Works in close partnership with BMA and RMBF staff
- Detailed knowledge of mental health support services for doctors
- In-depth knowledge of therapeutic, mental health-related concepts
- A thorough understanding of DocHealth and familiarity with the issues it faces
- A good understanding of the health sector and knowledge of the workings of government
- Personal resilience and ability to respond positively and to inspire others when faced with setbacks
- Able to be an innovative, creative problem solver providing a positive critical challenge to wider stakeholders, whilst fostering strong relationships
- Confident and articulate communicator with an ability to engage with the profession and the public, and effectively represent DocHealth by being a 'public face' for the service

## Meetings/Time commitment

*Possible weekly/monthly time commitment – eg 1 day a week*

- Board meeting every 3 months
- Up to 1 day a month between meetings