Job Description Template

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| Job title: | GP Liaison Officer |
| Department: | Talking therapy NHS |
| Location: | Leicester, Leicestershire and Rutland (LLR) |
| Reporting to:  (job title only) | Partnership Liaison Manager |
| Direct reports:  (job title only) | NO |
| Accountable to:  (where applicable) | PL Manager |
| Responsible to:  (where applicable) | PL Manager |
| Job purpose: | To offer a dedicated resource to GPs within LLR for growth and relationship development |
| Role and Responsibilities: | **Working initially for Vita HealthCare with the Leicester, Leicestershire and Rutland Community and then extend into further territories across the UK – the ability to travel is a must.**  The role will be supported by using analytics and data insight to ensure optimal use of time and resource for both new and existing referrers in order to develop your portfolio in line with the company commitments.  Liaising with, develop and maintain strong working relationships with community mental health and GP practice staff including medical staff and practices’ managers, administrators, and receptionists.  **Equality Diversity & Inclusion (EDI)**   * We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders. * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice |
| Clinical Governance:  (where applicable) | N/A |
| Training and supervision: |  |
| Additional information: |  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| **Experience** | * Working within Health Care in Account management | * GPLO experience |
| **Skills/knowledge** | * Experienced in using data to plan activity | * Knowledge of the LLR area |
| **Specialist training** |  |  |
| **Personal competencies and qualities** | * Must be flexible to travel |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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