North & South Essex
Local Medical Committees

CANDIDATE JOB PACK

Chief Executive Officer

Essex LMCs Limited

Lead the voice of general practice across Essex.

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SALARY
Competitive

LOCATION & CONTRACT
Essex · Permanent

CLOSING DATE
Tuesday 15 December 2026
Late submissions will not be considered

Lead the voice of general practice across Essex.

Essex LMCs Limited is seeking an exceptional Chief Executive Officer to lead and represent general practice at a pivotal time for the NHS.

Working with elected GP leaders across North and South Essex, you will provide strategic leadership for one of the most influential representative organisations in primary care. You will champion the interests of general practice, shape system-wide policy, lead high-level negotiations and ensure that GPs and practices remain at the heart of decisions affecting patient care.

This is a unique opportunity for an experienced and credible healthcare leader to make a lasting impact on primary care across a large and diverse county.

As Chief Executive Officer, you will lead the organisation's strategic direction, support and develop the Secretariat team, oversee organisational performance and finances, and act as the principal executive representative of Essex general practice.

LOCATION

Essex – hybrid working

Regular travel across Essex and occasional evening meetings

CONTRACT

Permanent

SALARY

Competitive

Executive salary and benefits package

CLOSING DATE

Tuesday 15 December 2026

CVs and supporting statements received after the closing date will not be considered.

How to apply

Send your CV and supporting statement or covering letter to **events@essexlmc.org.uk** by the closing date. Please read the recruitment privacy notice (section 04) first. For further information, email us or call **01245 383430**.

Essex LMCs Limited is committed to equality, diversity and inclusion. We welcome applications from all suitably qualified candidates regardless of background and are committed to making reasonable adjustments throughout the recruitment process.

JOB DESCRIPTION · ESSEX LMCS LIMITED

Chief Executive Officer

Job title	Chief Executive Officer
Accountable to	Board of Directors, Essex LMCs Limited
Professional accountability	North Essex LMC and South Essex LMC through their respective Chairs
Location	Essex, with hybrid working and regular travel throughout the county
Contract	Permanent

About Essex LMCs Limited

Essex LMCs Limited is the employing organisation supporting the statutory North and South Essex Local Medical Committees (LMCs). The LMCs are the independent representative bodies for general practitioners and general practice across Essex, providing leadership, advocacy, advice and support while working with NHS organisations, local authorities, professional bodies and other stakeholders.

As the voice of general practice across Essex, the organisation seeks to influence health policy, protect the interests of practices and patients, and support a sustainable future for primary care.

Purpose of the role

The Chief Executive Officer is the senior executive leader of Essex LMCs Limited and the principal representative of Essex general practice.

The CEO will provide strategic leadership to the organisation, ensuring that the statutory Local Medical Committees are effectively supported to fulfil their representative functions. The postholder will lead the organisation's engagement with NHS bodies, commissioners, local authorities, provider organisations and professional bodies, ensuring that the interests of general practice remain central to health and care decision-making.

The CEO will be responsible for organisational performance, financial sustainability, governance, stakeholder relationships and leadership of the Secretariat team.

Key responsibilities

1 Strategic leadership

- Provide strategic leadership for Essex LMCs Limited and support the Board and elected LMC members in developing and delivering the organisation's vision, strategy and objectives.
- Provide expert advice on emerging developments affecting general practice, including contractual arrangements, commissioning reform, workforce challenges, service redesign, digital transformation and wider NHS policy.
- Identify opportunities and risks and ensure that the organisation remains influential, responsive and financially sustainable.

2 Representation and influence

- Represent the interests of GPs and practices in discussions with Integrated Care Boards, NHS England, local authorities, provider organisations, regulators, elected representatives and professional bodies.
- Lead the organisation's response to policy proposals, service developments and consultations affecting general practice.
- Ensure that the experiences and concerns of constituent practices inform organisational priorities, negotiations and public positions.

3 Partnerships and stakeholder engagement

- Build constructive relationships across the health and care system, whilst maintaining the independence and integrity of the Local Medical Committees as statutory representative bodies.

KEY RESPONSIBILITIES (CONTINUED)

4 Negotiation and advocacy

- Lead negotiations and discussions with commissioners and system partners on matters affecting general practice, including service redesign, contractual arrangements, workload transfer, workforce issues and funding.
- Provide robust challenge where proposals may adversely affect patient care, practice sustainability or workload.
- Support the resolution of complex issues affecting practices, Primary Care Networks and wider system relationships.

5 Support for general practice

- Ensure the provision of timely, authoritative and confidential advice to practices and GPs.
- Identify recurring themes and concerns emerging from constituent engagement and use these to inform strategic priorities and advocacy.
- Promote initiatives that strengthen resilience, sustainability and professional wellbeing within general practice.

6 Corporate governance

- Act as principal adviser to the Board, LMC Chairs and elected members.
- Ensure effective governance arrangements, risk management, regulatory compliance and organisational assurance, including company law, employment law, data protection, information governance, equality legislation and other statutory responsibilities.
- Ensure the organisation maintains appropriate business continuity, cyber security and risk-management arrangements.

KEY RESPONSIBILITIES (CONTINUED)

7 Financial stewardship

- Lead the financial management of the organisation and ensure the efficient and effective use of resources.
- Develop and deliver annual budgets and longer-term financial plans.
- Provide accurate financial reporting and ensure appropriate financial controls, audit arrangements and organisational reserves.
- Identify opportunities to strengthen organisational sustainability while protecting the independence of the LMCs.

8 Leadership and people management

- Lead, motivate and develop the Secretariat team.
- Promote a culture of integrity, accountability, professionalism, inclusion and continuous improvement.
- Ensure effective workforce planning, succession planning, staff development and organisational resilience.

9 Digital development and innovation

- Lead the continued development of the Essex LMC Portal and other digital services.
- Promote innovation that improves engagement, representation, efficiency and service delivery.
- Ensure the safe and responsible adoption of digital technologies, including automation and artificial intelligence.

PERSON SPECIFICATION · ESSEX LMCS LIMITED

Chief Executive Officer

Each criterion below is marked as essential or desirable for the role.

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and professional standing		
Primary medical qualification and Certificate of Completion of Training (CCT) in General Practice or equivalent recognised GP training pathway.	Essential	
Fully registered medical practitioner with the General Medical Council.		• Desirable
Licensed and in good standing to practise medicine in the United Kingdom.		• Desirable
Postgraduate qualification in leadership, management, business, governance, health policy, education or a related field.		• Desirable
Credibility and professional standing amongst GPs and healthcare leaders.		• Desirable
Evidence of continued professional and leadership development.		• Desirable
Knowledge		
Detailed understanding of UK general practice and the challenges facing the profession.		• Desirable
Detailed understanding of GMS, PMS and APMS contractual arrangements.		• Desirable
Understanding of the statutory role of Local Medical Committees.		• Desirable
Knowledge of NHS structures, commissioning and healthcare policy.		• Desirable
Understanding of organisational governance, employment responsibilities, financial management and information governance.		• Desirable

PERSON SPECIFICATION (CONTINUED)

CRITERIA	ESSENTIAL	DESIRABLE
Experience		
Experience of working within general practice and the NHS.		• Desirable
Previous experience within an LMC, professional representative body or membership organisation.		• Desirable
Senior leadership experience and organisational development within healthcare at board level.		• Desirable
Experience of governance, finance, risk management and people leadership.		• Desirable
Experience of influencing, negotiating and building partnerships across organisational boundaries.		• Desirable
Experience of representing professional or organisational interests at senior level.		• Desirable
Experience of media engagement, public affairs or policy development.		• Desirable
Skills and personal attributes		
Exceptional communication skills: high-level negotiation, mediation and advocacy skills.		• Desirable
Sound judgement and decision-making.		• Desirable
Integrity, independence and political awareness.		• Desirable
Relationship building and stakeholder management.		• Desirable
Financial and commercial awareness.		• Desirable
Ability to lead through complexity, ambiguity and change.		• Desirable
Resilience and the confidence to provide constructive challenge.		• Desirable
Inclusive and accountable leadership style.		• Desirable
Commitment to supporting and advancing general practice.		• Desirable

CHIEF EXECUTIVE OFFICER ROLE · LAST UPDATED [DATE]

Recruitment privacy notice

This notice explains how Essex LMCs Limited uses your personal information when you apply for the Chief Executive Officer role.

Who we are

Essex LMCs Limited, 5 Whitelands, Terling Road, Hatfield Peverel, Chelmsford, CM3 2AG, is the controller of your information. For any question about this notice or your information, email us at events@essexlmc.org.uk or call 01245 383430.

What we collect

- **From your CV and supporting statement or covering letter:** your name, contact details, employment history, qualifications, professional registration, and anything else you choose to tell us.
- **If you ask for reasonable adjustments:** information about your needs, which may include health or disability information.
- **During the process:** shortlisting scores, interview and presentation notes, and the panel's decision.
- **After a conditional offer:** your right to work documents, references, confirmation of your qualifications, and your GMC registration and licence status.

Most of this comes from you. After an offer, we also get information from your referees (with your agreement), the public GMC register, and the Home Office online right to work service if you give us a share code.

Why we use it, and our lawful basis

WHAT WE USE IT FOR	LAWFUL BASIS UNDER UK GDPR
Assessing your suitability, shortlisting, interviewing and contacting you	Taking steps at your request before entering a contract (Article 6(1)(b)), and our legitimate interest in recruiting the right person fairly (Article 6(1)(f))
Making reasonable adjustments	Our legal obligation under the Equality Act 2010 (Article 6(1)(c)). For health or disability information, our obligations in employment law (Article 9(2)(b) and Schedule 1, paragraph 1 of the Data Protection Act 2018)
Checking your right to work in the UK	Our legal obligation to prevent illegal working (Article 6(1)(c))
Taking references and checking qualifications and GMC registration after an offer	Taking steps before entering a contract (Article 6(1)(b)) and our legitimate interest in appointing a suitable person (Article 6(1)(f))
Keeping records after the process ends	Our legitimate interest in showing that the process was fair and responding to any legal claim (Article 6(1)(f), and Article 9(2)(f) for any health information)

No automated decisions. Every decision about you is made by the panel.

Who sees your information

- LMC office staff who run the recruitment.
- Shortlisting and interview panel members. Shortlisters see your CV and statement with your name and other personal details removed.
- Your referees, after an offer and with your agreement.
- The Home Office, for the right to work check.
- [Our professional advisers, if needed to deal with a claim.]

We do not sell your information or use it for any other purpose. [We do not transfer your information outside the UK.]

How long we keep it

If you are not appointed, we keep your information securely for **12 months** from the end of the recruitment and then destroy it. If you are appointed, your information moves to your personnel file and our employee privacy notice applies.

If you do not give us information

We need the information in your CV and supporting statement to consider you for the role. We cannot employ you without confirming your right to work in the UK.

Your rights

You have the right to:

- ask for a copy of your information;
- ask us to correct information that is wrong;
- ask us to delete your information or restrict how we use it, in some circumstances;
- **object** to us using your information where we rely on our legitimate interests.

Using your rights or raising a concern

Email events@essexlmc.org.uk or call 01245 383430. You can also complain to the Information Commissioner's Office at ico.org.uk/make-a-complaint or on 0303 123 1113.