



## Role Description - HWR Operations and Planning Group Member

### Purpose of the role

The Operations and Planning Group works closely to the HWR Strategic and Operational Plans. Membership of the Operations and Planning Group is open to any interested individuals living and/or working in Rutland, and to representatives of local voluntary and community sector organisations. Items for discussion may be forwarded to the HWR office for the attention of the chair prior to the meeting. There are opportunities for Operations and Planning Group members to represent HWR and to undertake more detailed work.

### Main tasks and responsibilities

- Attend and participate in Operations and Planning Group meetings
- Undertake other agreed actions as required and report back at future meetings
- Some Operations and Planning Group members attend committees, focus groups or workshops on behalf of HWR and provide written feedback on meetings attended

### Skills and experience needed

- Interest in health and social care issues
- Good listening and communication skills
- Ability to discuss issues and reach a consensus which may not be your view
- Ability to relate easily to all sorts of people in an empathetic and non-judgmental way
- Ability to work effectively as a member of a team
- Confidence in communicating with a wide range of people and organisations
- Willingness to report back on meetings attended and to follow up action plan priorities identified by the group
- Willingness to undertake training and develop knowledge/understanding as required
- Understand and respect the need for confidentiality
- Ability to access and respond to emails on a regular basis

### Time commitment

- Read agenda and papers and attend meetings as far as is possible (approximately 2-4 hours)
- Respond to emails and attend other meetings and events on behalf of HWR, depending on availability (average 2-4 hours per meeting)