



ICT GP Management Lead

Job Description and Person Specification

Reporting to: ICT GP Lead

Accountable to: ICT GP Lead

Time Commitment: Minimum suggested 1 day per week, subject to local agreement. Potential to increase with workload and ICT maturity. Given the strategic and operational leadership components of the role, it requires dedicated, ring-fenced time to enable meaningful contribution to shaping and delivering ICT priorities.

Remuneration: For local agreement within allocated PCPC ICT budget (£40K per ICT)

Term: 12-month commitment with likely extension, budgets are currently set annually

1. Context

The Primary Care Provider Collaborative is a partnership of NHS-funded primary care providers including general practice, community pharmacy, dentistry and optometry. It exists to ensure primary care is part of Sussex health system decision making, to connect practices, neighbourhoods and system partners, and to share learning, amplify messages and support collaboration.

There is a clear need to be able to hear and understand the needs of local elements of primary care within the PCPC structure and therefore the collaborative funds Primary Care leadership roles at ICT (Integrated Community Team) level in each of the 15 ICT footprints across Sussex.

The GP Management Lead plays a pivotal strategic and operational role within the ICT, acting as a key contributor to shaping, translating and operationalising ICT and ICS priorities at neighbourhood level. The role ensures that General Practice perspectives directly inform ICT decision-making, and that ICS and PCPC priorities are converted into realistic, locally deliverable neighbourhood plans. In addition to this ICT-focused contribution, the postholder provides direct managerial support to the GP Lead and serves as a key operational link into the Primary Care Provider Collaborative (PCPC). The GP Management Lead also supports and progresses PCPC and GP-specific work relevant to the neighbourhood that sits outside of, or alongside, the ICT work programme. Through local system intelligence, strong provider engagement and

delivery leadership, the postholder enables sustainable neighbourhood-level transformation across both ICT-aligned and wider GP/PCPC priorities.

2. Key Responsibilities

2.1. Leadership and Communication

- Ensure clear, consistent communication with all practices on PCPC and ICT priorities, objectives and work programmes.
- Provide regular updates on PCPC activity at PCN and practice meetings and respond promptly to practice queries.
- Maintain regular touchpoints with practices to understand pressures, challenges and opportunities, feeding this intelligence into the ICT Leadership Group and PCPC.
- Build and sustain strong relationships and networks across neighbourhood partners, including statutory and non-statutory organisations, to support coordinated and collaborative delivery.
- Interpret and translate ICT and PCPC priorities into meaningful, operationally deliverable actions for General Practice.
- Use local insight and practice knowledge to shape and influence ICT programme development from the earliest stages.
- Facilitate constructive conversations where system priorities and local constraints require alignment or negotiation.

2.2. Strategic and Operational Leadership

- Translate ICS, ICB and ICT strategic priorities into practical, deliverable neighbourhood-level operational plans, with a specific focus on General Practice delivery requirements.
- Provide informed challenge and expert local insight to ensure ICT proposals and actions are feasible, appropriately sequenced and aligned with neighbourhood realities.
- Act as a key shaper of ICT delivery plans, ensuring General Practice needs, capabilities and pressures are built into programme design from the outset.
- Identify risks, interdependencies, enablers and blockers at neighbourhood level and proactively support resolution.
- Contribute to prioritisation decisions within the ICT to ensure the GP element of delivery is appropriately represented.

2.3. Budget Management

- Hold the PCPC ICT level budget (currently infrastructure funding and Quality Improvement funding) and provide plans and reporting against this, with agreement of the PCPC GP lead
- Link with the nominated payee for the PCPC ICT funding as required.

2.4. Data analysis and review

- Develop an understanding of available data pertinent to primary care for the ICT and support dissemination of this, working with support from PCPC and ICB analytical capacity

2.5. Coordination

- Administrate primary care ICT level meetings as required, setting dates and agendas with the GP and Pharmacy lead

2.6. ICT integration

- Work closely with the ICT integrator role ensuring there is a shared understanding of priorities and ongoing activity through regular touchpoints and communication

3. Person Specification

Essential

- Must have an understanding of the practices and PCNs within the area through current role
- Must have some leadership experience at practice / PCN or system level
- Deep understanding of the neighbourhood landscape, including practice characteristics, local population needs, existing partnership structures and operational constraints.
- Ability to provide context and local translation of system priorities, ensuring neighbourhood teams understand why activities are important and how they apply locally.

Desirable



- Evidence of further personal leadership development (courses / mentoring / coaching)
- Understanding of national and local Neighbourhood Health agenda.