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| **Role title:** | Case Manager  | **Responsible to:** | Dentolegal/Medicolegal Adviser |
| **Division:** | Business Development and Engagement\ | **Department:** | International |
| **Direct Reports and Level:** | None | **Scope:** |  |
| **Scale:** | 0 People$0 Budget |
| **Regulated Function(s):** | No |
| **Evaluation Level** | Implement | **Role Family** |  |

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| **Overall Role Purpose** |
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| The Member Protection and Support Division is at the forefront of protecting the careers, reputation and financial risk of our members worldwide. The purpose of the role is to support the provision of excellent advisory and case handling services for members which is trusted and valued and provides fair treatment and outcomes. The role will do this by managing a case load of files and using expert knowledge and judgement to formulate strategies in order to advise and guide members on relevant processes, ensuring an excellent member service is provided.  |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Service Delivery*** Proactively manage advice calls and assigned case files and work effectively to deliver within agreed KPIs, policy and process, ensuring maximum efficiency is achieved whilst providing an excellent service to the member.
* Escalate as required any technical matters and/or for advice using such opportunities to build confidence and competence in role
* Support Advisory and Case Handling projects/initiatives ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment
 | * Department Plan delivery Vs Plan
* Delivery of projects to plan
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| **Financial*** Assist to minimise case costs through proactively managing estimates, challenging costs and invoices from all third party
* Determine the level of member assistance to be granted in accordance with the membership policy and benefits on individual cases; escalate cases where out of policy discretion requires consideration.
 | * Operational budget vs Plan
* Operational performance (KPIs) Vs plan
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| **Member** * Manage informal complaints / expressions of dissatisfaction to achieve first touch resolution for our members and in accordance with policy standards and process ensuring fair outcomes for members, the membership fund
* Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency and great member experiences and outcomes
* Deliver at all times fair treatment and outcomes for members and compliance with associated policies and standards set out by Council, its committees and delegated authorities
* Using the most appropriate channel of communications, keep members regularly informed ensuring the advice and support reflects policy, relevant codes of practice, is technically accurate and with outcomes delivered in a professional and empathetic manner.
 | * Net promoter score
* Member feedback
* Member Experience Scores
* Complaints metrics Vs plan
* Quality monitoring / Outcomes testing scores / compliance testing and internal audit scores
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| **People*** Take accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, legislation, policy standards and processes.
* Take learnings from all Quality Monitoring and Outcome Testing results to enhance own performance and quality service and outcomes for members
* Build key relationships with internal and external stakeholders as necessary, liaising on cases to enhance quality service and outcomes for members
* As own competence develops actively share learnings, knowledge and best practice with colleagues.
 | * Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
* Quality monitoring / Outcomes testing scores / compliance testing and internal audit scores
* Progression against the competency framework
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| **Risk*** Identify and report risks and issues identified within Advice and Case Handling and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Adhere to appropriate business policies, processes, controls and regulatory requirements (as applicable) to ensure case handling within risk appetite
* Make key case-handling decisions and use own judgement on when to escalate to the appropriate teams, considering the requirements of the individual case and member
* Comply with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the staff handbook.
 | * Risk & Control Self- Assessments
* Quality monitoring outcomes / compliance to Training and Competence Scheme
* Outcome testing results
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| **Responsibilities (RACI)** |
| * Provide cross team and departmental support where required to ensure KPIs SLAs are maintained
* Support decision making in key internal governance meetings by representing the member voice and ensuring technical input is considered on matters; for high profile cases ensure the reputation of MPS is protected
* Support the management of external and internal stakeholders by advocating the service delivered by MP&S; contribute with technical input into articles, webinars and presenting at conferences, teach ACM essential skills etc, as required.
* Undertake other duties and tasks that from time to time may be allocated to the jobholder that are appropriate to the grade or role.
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| **Key Governance Responsibilities** |
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Self |
| Building Capability in Self and Others | Leading Self |
| Influencing Others | Leading Self |
| Collaborating for Results | Leading Self |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking  | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Educated to degree level or equivalent experience in similar field / role
* Knowledge of medical/dental law and ethics, and regulatory environment, policies and procedures
 | * Excellent oral and written communication
* Excellent interpersonal skills and the ability to demonstrate empathy and manage difficult conversations
* Investigative and analytical skills to provide a pragmatic approach to problem solving
* To work autonomously to ensure effective handling of cases.
* Management of complex and challenging situations
* Prioritisation and personal time management to deliver to SLAs / KPIs
 | * Customer service / member management
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| **Desirable** | * Post-graduate level or equivalent experience
* Legal or medical / dental qualification
 |  | * Experience in healthcare or legal background Working with medics / dentists or other professional bodies
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