Job description

Title: Doctor, Olympic & Paralympic Torch Relays

Reporting to: Senior Manager, Operations, Olympic & Paralympic Torch Relays, the London Organising Committee of the Olympic and Paralympic Games Ltd (LOCOG)

Location: Canary Wharf, E14

Background and job purpose:

The Torch Relay is a key part of staging the Olympic and Paralympic Games. Steeped in symbolism and history, the Olympic Flame lighting in Olympia and handover of the Flame to the UK, will represent the beginning of the 2012 Games, while the moment the Paralympic flame is extinguished will represent the end of London’s seven year journey since winning the bid. Between lies the opportunity for thousands of ordinary people to run with the Flame and Torch, being part of these epic events.

We need an experienced Emergency Medical & General Practitioner Doctor, with a strong emergency medical background. Your core responsibility is to provide emergency medical and general practitioner services and preventative applications to Torch Relay staff, Torchbearers and police security runners.

You will work closely with the Metropolitan Police Service and the Tour Manager to ensure that emergency medical procedures and plans are put in place and medical and health preventative mechanisms are planned and implemented prior to the commencement of the relay.

London 2012’s vision is to use the power of the Games to inspire change. We are committed to involving youth and creating events that showcase our diversity. As with all elements of our work, these core values will form the foundations of our Torch Relays.

The role will require extensive travel and time commitments. Travel during the period of the Torch Relays (approximately 100 days) is a requirement of this position. Significant time away from home for this extended period is required. A considerable amount of travel during the planning period will also be necessary.
Key responsibilities/accountabilities:

Pre- Relay

- Prepare emergency medical response plans
- Prepare preventative health and medical plans and present these at the Torch Relay test event e.g. fatigue management
- Procure and prepare a full medical emergency and general practitioner medical kit for use during the test event and Torch Relay

Relay time responsibilities

- Travel with the main convoy in relay vehicles and alternate modes of transport (trains, planes and boats etc) and provide, if necessary, emergency medical treatment to Torchbearers and relay staff
- Coordinate with en-route hospitals any requirement for the provision of medical services to Torchbearers and relay staff
- Coordinate with ambulance services and police for any emergency transport requirements
- Monitor Torch Relay staff, Torchbearers and Police Security runners who have a pre-determined and known illness
- Monitor and provide medical/general practitioner treatment and advice to relay staff on an 'on call' basis
- Provide advice to the relay management regarding the condition of Torchbearers, Police Security runners and staff e.g. exhaustion, fatigue, exposure to inclement or extreme weather conditions
- Provide ongoing advice to relay staff on fatigue management and general health advice
- Where required, issue prescriptions for medical needs to relay staff

Person specification:

Key knowledge, experience and qualifications required:

- Doctor M/D qualification, preferably in emergency intensive care ward
- Qualifications in treatment of sport related injuries
- Experience in general practitioner treatment
- Experience of having worked on events/sports is preferred but not necessary
- Experience in emergency medical treatment
- Experience with injuries associated with sports, in particular running
- Knowledge of UK public hospital system
- Qualified to work and provide medical services across the UK
**Key competencies and behaviours:**

- Able to handle multiple priorities
- Able to provide emergency medical treatment in life threatening situations including the use of Oxy-viva, defibrillator and associated drugs
- Able to provide general practitioner services and issue prescriptions
- Excellent organisation, time management and communication skills
- Able to communicate effectively with hospitals, ambulance services and other medical service providers
- Ability to build and maintain close working relationships with staff and communicate effectively on a personal level
- Ability to use initiative and take ownership of outcome
- Ability to efficiently and effectively document reports in finite detail
- Self starter and highly motivated
- Highly organised and resourceful
- Highly effective at multi-tasking
- Understands and is committed to LOCOG’s Diversity and Inclusion strategy, aims and target zones (see below).

**Qualities required:**

- Enthusiastic, energetic and willing
- Patience, tact and diplomacy
- Reliable with strong work ethic
- Resilient, patient and able to work under pressure
- Flexible, approachable and good humoured
- Confidentiality, discretion and diplomacy paramount
- Displays a commitment to deliver excellent results
- Values inclusiveness in all its forms
- Flexible and adaptable through change
- Loyal and self motivated

**Job information:**

**Term of appointment:**

The appointment will be made under the London 2012 Organising Committee’s standard terms and conditions.

Prior to appointment the successful candidate is subject to a number of enquiries which will include a criminal record check and pre-employment
screening. In the event of the successful candidate having a criminal record this would be reviewed on a case-by-case basis.

**Diversity and Inclusion:**

The London 2012 Organising Committee is committed to creating ‘everyone’s 2012’. This means creating a diverse working environment, free from discrimination, where everyone is included and treated fairly, based on merit alone. View the LOCOG Diversity and Inclusion Strategy.

To help us measure progress, please complete and return the [Diversity and Inclusion Applicant form](#). (Word 32Kb) The information is anonymous and separated from your application. It is strictly confidential and only used to provide an overall profile analysis of LOCOG.

Please send your CV, covering letter (as one document) and Diversity and Inclusion Applicant Form to gerardine.beckett@collemergencymed.ac.uk quoting the reference 2012otr.

**LOCOG guaranteed interview scheme:**

LOCOG is actively committed to the employment and career development of disabled people. To demonstrate this we use the Disability Symbol awarded by Jobcentreplus.

LOCOG guarantees to interview anyone with a disability, as defined by the Disability Discrimination Act (1995) whose application meets the LOCOG Person specification. The Disability Discrimination Act (1995) defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on their ability to carry out normal day-to-day activities. View the LOCOG outreach programme for recruiting disabled people.

**How do I apply?**

If you want to apply under the Guaranteed Interview Scheme simply complete the declaration form and include it with your application.

If you need it, we will try to provide access, equipment or other practical support to ensure that you can compete on equal terms with non-disabled people.

**Closing date:**
1st March 2010

Applicants who are successful to interview stage will be contacted within 21 days from the closing date.

Eligibility to work in the UK:

In applying for this position you confirm your eligibility to work in the UK. Please note that legislation dictates that all non EU nationals are required to be in possession of a valid work permit before they take up employment.

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate in accordance with the Asylum and Immigration Act 1996.

At LOCOG we never make the criminal record part of the application process criteria. Prior to appointment the successful candidate is subject to a number of enquiries which will include their criminal record. In the event of the successful candidate having a criminal record this would be reviewed on a case-by-case basis.

Thank you for taking the time and effort to apply for this role.

London 2012 is a Games for everyone, so we want you to apply regardless of your age, gender, ethnicity, sexual orientation, faith or disability.