



JOB DESCRIPTION

POLICY AND PRACTICE LEAD – SCOTLAND

Location: Edinburgh or flexible within Scotland, hybrid/remote working possible
Reports to: Director for Scotland
Grade: 6

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world. Our **mission** is to put pharmacy at the forefront of healthcare. Our **vision** is to become the world leader in the safe and effective use of medicines.

Our values

At the core of our culture, our Values Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals. We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars and news that informs, supports and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities and financial services.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.



JOB PURPOSE

You will support the strategic leadership of the RPS Scotland Directorate and the RPS Scottish Pharmacy Board by leading on policy development and professional support in Scotland.

You will work as part of a high performing team in RPS Scotland to deliver the Scottish Pharmacy Board's business plan and RPS strategic goals. You will also support GB-wide projects by working with the RPS Practice and Policy Leads in England and Wales to deliver a successful and vibrant future for pharmacy. You will be working at an advanced level, Agenda for Change 8b equivalent, working with stakeholders out with pharmacy, Scottish Government and Pharmacy organisations on a national and GB level. Your work will help provide a visible and compelling reason for pharmacists to want to be involved with the RPS through membership.

MAIN ACCOUNTABILITIES

1. Responsible for preparing and implementing plans for policy development and research. Will lead on writing policy proposals on new and existing issues for consideration by the Scottish Pharmacy Board and working groups and RPS. To draft correspondence and submissions from the Scottish Pharmacy Board to government departments, other pharmaceutical bodies, and other health and social care organisations.
2. Responsible for preparing and implementing plans for providing professional support to members in Scotland in liaison with other national boards and corporate professional support team.
3. Provides representation on behalf of RPS on working groups as identified by the Director for Scotland, including Scottish Government, NHS Scotland and other advisory groups.
4. Deputise for the Director for Scotland in his/her absence, taking appropriate professional and managerial decisions to support the objectives of the Scottish Pharmacy Board and the work of the RPS when necessary.
5. To promote the science and practice of pharmacy and its contribution to health in Scotland through engagement with key stakeholders including Members of the Scottish Parliament, senior civil servants, NHS Board members and senior managers, press and broadcast media, patient groups, and other professional bodies.
6. To support and where appropriate lead the development of GB-wide policies and professional guidance including contributing knowledge of the Scottish policy and practice perspective. This will include working closely with the Education and Professional Development Directorate, and RPS staff supporting the English and Welsh Pharmacy Board.
7. Take the GB-wide lead in appropriate areas of policy and practice development, work with the three National Pharmacy Boards, RPS teams and relevant external organisations to produce and update policy and practice guidance, acting as a source of information, advice and expertise.
8. Responsible for analysing and commenting on relevant government proposals, policy, consultation and guidance documents, identifying implications for the profession and presenting these to the Director for Scotland and the Scottish Pharmacy Board.



9. To liaise and work with other pharmacy organisations in Scotland, sharing intelligence on topics of mutual interest and facilitating joint working.
10. To contribute to and support the Society's communications with members, public affairs and public relations activities in Scotland, including newsletters, briefings, website, news releases, media enquiries, seminars, conferences, and other events.
11. To provide professional advice in relation to the services provided to the members of the Society in Scotland.
12. To respond, in co-operation with the Professional Support and legal teams, to individual requests for advice and assistance on practice and legal matters specific to Scotland.
13. To support the Scottish Directorate and undertake any other task or duty as reasonably requested by the Director for Scotland.

This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

SUCCESS MEASURES

- Scottish perspective is included in GB-wide RPS policy, practice, consultation and guidance documents, as appropriate.
- Development of Scotland-specific policy documents.
- Development of GB-wide policy documents.
- Scottish Pharmacy Board is able to respond to Scottish specific policy, practice, consultation and guidance documents.
- Strong working relationships with government departments, other pharmacy bodies, and other health and social care organisations.
- Scottish Pharmacy Board contributes to public affairs and public relations activities in Scotland.
- Scottish RPS members are communicated with and aware of the work being undertaken by the Scottish Pharmacy Board.

QUALIFICATIONS

- A registered pharmacist with substantial experience at a senior level.
- Broad experience of, or knowledge of, pharmacy professional affairs and practice in Scotland.



- A member of the Royal Pharmaceutical Society.
- It would be desirable if the candidate had a pharmacy, improvement or management postgraduate qualification.

KNOWLEDGE & SKILLS FOR THIS JOB

- Proven experience and ability to research issues, analyse information, develop policy options and prepare recommendations.
- Ability to work well with, and integrate into, a close-knit team, and to work effectively with colleagues at a distance.
- Ability to network and influence.
- Self-motivated and able to work without direction, utilising innovative approaches when necessary.
- Ability to present information and arguments clearly and concisely, both orally and in writing, and liaise effectively with people from a range of backgrounds.
- A significant degree of political acumen and sensitivity.
- Ability to organise, prioritise, and plan work to meet deadlines, combined with the ability to display balanced initiative and forward planning.
- Flexibility to adapt and react appropriately to rapidly changing priorities.
- Computer literacy, including use of Microsoft Office and video meeting platforms.
- Experience of administration and professional committee work.

Due to the nature of the role, some flexibility in working hours will be required at the request of the Director for Scotland. Travel within Scotland and occasionally to London and Cardiff, may also be required.