

J O B D E S C R I P T I O N

POLICY & PRACTICE LEAD – RPS WALES **FULL TIME (PART TIME OR JOB SHARE CONSIDERED)**

Location: Cardiff, Wales
Reports to: Director for Wales
Grade: 6

Who we are

The Royal Pharmaceutical Society (RPS) is the professional leadership body for pharmacists and pharmacy in Great Britain. We are here to put pharmacists at the forefront of healthcare and to help ensure the country is the safest place to use medicines.

What we do

We **advocate** for the profession of pharmacy putting them at the forefront of healthcare through influencing policy at a local, regional, national and international level.

We **publish** high quality standards, guidance and reference sources to support all healthcare professionals deliver the safest and most effective care for the people they serve.

We support our members to **develop** their skills and provide guidance and advice to help them progress through their professional career.

How we work

We are:

- **Relevant** to the needs of our members, the profession and the public
- We are **empathetic** to the challenges our members face in always doing their best for patients and the public
- We **inspire** advances in pharmacy practice to deliver our vision of the country being the safest place to use medicines

JOB PURPOSE

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

With your fellow Practice & Policy leads in England and Scotland, you will support national and GB wide projects and programmes of work to deliver a successful and vibrant future for the profession putting patients and the public at the centre of what we do. This will help to build on the reputation of RPS and provide a visible and compelling reason for pharmacists to want to support the work of RPS through membership.

You will work with a high performing team helping them to deliver the Welsh Pharmacy Board workplan, RPS strategic goals and to foster close cross organisational working.

MAIN ACCOUNTABILITIES

1. To prepare and implement plans for policy development and research. Write policy proposals on new and existing issues for consideration by the Welsh Pharmacy Board and working groups. To draft correspondence and submissions from the Welsh Pharmacy Board to government departments, other pharmaceutical bodies, and other health and social care organisations
2. To prepare and implement plans for providing professional support to members in Wales in liaison with other national boards and corporate professional support team
3. To represent the RPS on Welsh Government Health Department, NHS Wales and other advisory and working groups.
4. To deputise for the Director for Wales in his/her absence, taking appropriate professional and managerial decisions to support the objectives of the Welsh 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 Wales through engagement with key stakeholders including elected Assembly Members of the Welsh Government, 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 by contributing knowledge of the Welsh policy and practice issues. The post-holder will work closely with the Education and Professional Development Directorate and staff supporting the English and Scottish Pharmacy Boards
7. To take the GB-wide lead in appropriate areas of policy and practice development, working with the three National Pharmacy Boards and teams, and relevant external organisations to produce and update policy and practice guidance, acting as a source of information, advice and expertise
8. To analyse and comment on relevant government proposals, policy, consultation and guidance documents, identifying implications for the profession and presenting these to the Director and the Welsh Pharmacy Board
9. To liaise and work with other pharmacy organisations in Wales, 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 Wales, 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 RPS in Wales
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 Wales.
13. To support the Welsh Directorate and undertake any other task or duty as reasonably requested by the Director.

SUCCESS MEASURES

- Welsh perspective included in GB wide policy, practice, consultation and guidance documents when appropriate
- Development of Wales specific policy documents where necessary
- Welsh Pharmacy Board responds to Welsh specific policy, practice, consultation and guidance documents
- Strong working relationships with government departments, other pharmacy bodies, and other health and social care organisations
- Welsh Pharmacy Board contributes to public affairs and public relations activities in Wales
- Welsh members are communicated with and aware of the work being undertaken by the Welsh Pharmacy Board

CORE RESPONSIBILITIES FOR THIS JOB

Personal Responsibility

- Takes personal responsibility for making things happen, driving continued improvement in their area of work, sorting out issues and problems that arise and considering the impact of their actions on others. Displays motivation, commitment, perseverance and conscientiousness. Acts with a high degree of integrity and does what is right, not what is easy.

Managing the organisation

- Identify, access and manage risks to minimise impact on performance, considers sustainability issues, understands and complies with the Society's policies and procedures, contributes to the development of policies and procedures, represent effectively and professionally the RPS as appropriate,

Achieving results/delivering performance

- Plans and manages own and others performance to deliver results through setting realistic priorities and service delivery targets, puts in place clear delivery plans and monitors progress, outputs and outcomes, responds to setbacks with renewed and increase effort, makes best use of available technology, secures individual and team ownership of objectives, role models high performance and focus on delivery, creates a culture that delivers creativity and innovation

Problem solving

- Gathers information from a range of sources, identify what is relevant and analyses information to identify problems/issues, generates arrange of solutions with benefits, costs and risks associated with each, identifies and links causes and effects, refers to procedures and precedents as necessary before making decisions, makes decisions based on all relevant factors and information available, tests solutions against reality before going forward, evaluates chosen course of action to determine its worth and impact.

BEHAVIOURAL COMPETENCIES

Behavioural competency	Level required – operational, managerial, senior management
Strategic perspective	Senior Manager
Delivering a member and customer focused service	Senior manager
Communication	Senior Manager
Openness to change	Senior Manager
Negotiating and influencing	Senior Manager

KNOWLEDGE & SKILLS FOR THIS JOB

Qualifications

- A registered pharmacist – with substantial post qualification experience at a senior level with broad experience of, or knowledge of, pharmaceutical professional affairs and practice

- It would be desirable if the candidate had a postgraduate qualification.
- Applicants must be a member of the Royal Pharmaceutical Society
- Member of the Faculty of the RPS is desirable, working towards Faculty membership essential.

Knowledge & Skills

- 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
- 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
- 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. Frequent travel within Wales and regular travel to London, will be essential.

DATE JOB DESCRIPTION AGREED: June 2019

TERMS AND CONDITIONS

Salary

The salary range for this position is £50,000 - £55,000 depending on experience. Salaries are normally reviewed in June of each year.

Hours

The weekly hours are 35 (Part time & job share considered).

Holidays

Holiday entitlement for this post is 33 days per annum pro rata including public holidays.

Pension

As a non-contractual benefit, the Society offers a pension plan.

Medical insurance

The Society offers discounted private medical insurance. The Society reviews its healthcare provision on an annual basis. The offer of any Healthcare provision, membership of a particular scheme, or an affiliation to a particular supplier is not a contractual entitlement and can be withdrawn or changed by the Society collectively or individually at any time.

Location

The address is Unit 2, Ashtree Court, Woodsy Close, Cardiff Gate Business Park, Cardiff ,CF23 8RW. The Society operates a 'non-smoking' policy throughout its premises.

How to Apply

Application is by a CV and a cover letter / supporting statement of no more than 2 pages.

Applications should be sent to: recruitment@rpharms.com