



## **JOB DESCRIPTION**

### **PROFESSIONAL DEVELOPMENT PHARMACIST**

Location: as per contract of employment  
Reports to: Department Head  
Grade: 5  
Hours: as per contract of employment  
Duration: permanent

#### **Who we are**

We are the Royal Pharmaceutical Society, the professional membership body for pharmacists and pharmacy in England, Scotland and Wales.

#### **What we do**

We are champions of the profession, and internationally renowned publishers of medicines information.

We promote pharmacy in the media and government, lead the way in medicines research and information, and support pharmacists in education and development.

Together, we are pharmacy.

#### **Our Mission**

We put pharmacy at the forefront of healthcare.

#### **Our Vision**

To be the world leader in the safe and effective use of medicines.

#### **Our Behaviours**

Be inspiring. Be empathetic. Be relevant.

## **JOB PURPOSE**

A member of the RPS Education and Professional Development Team leading on a portfolio that supports the delivery of the Directorate business plan.

## **MAIN ACCOUNTABILITIES**

1. To be responsible for the delivery of an agreed portfolio of activity within the RPS Education and Professional Development annual business plan
2. To manage agreed education and professional development projects on time and within budget
3. To participate in cross directorate projects working in partnership with relevant teams across the organisation



4. To develop and maintain strong and effective relationships with external stakeholders and partners which support the delivery of the RPS mission, vision and Education business plan
5. To deliver internal and external engagement and advocacy activities to raise awareness of RPS programmes and projects, providing high quality support to members on all aspects of education and professional development.
6. To undertake any activities and contribute to any activities within the business plan that may be required as per demands of the department, as directed by your line manager.
7. To produce content for use by the marketing and communications team to promote and inform RPS members about Education and Professional Development outputs and products
8. To provide education expertise and advice to colleagues in other RPS teams
9. To deputise for Education and Professional Development Directorate Heads as required

**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**

- Evidence of projects delivered on time and within budget
- Delivery of timely and accurate business reports
- Evidence of good working relationships with other RPS teams and relevant stakeholders
- Evidence of successful external engagement events, presentations and other relevant advocacy activities
- Evidence of effective team work
- High quality reports, products and training materials
- Education developments clearly reflect a current evidence base of best practice

## **KNOWLEDGE & SKILLS FOR THIS JOB**

### **Essential**

- Pharmacist registered with the General Pharmaceutical Council (GPhC) or equivalent
- RPS member and member of the RPS Faculty, or currently working towards Faculty membership
- A good understanding of current pharmacy practice across GB
- A good understanding of adult teaching and learning theory
- Excellent customer service skills including a high level of interpersonal and telephone skills.



- Ability to quickly and accurately assimilate information and manage priorities in a fast changing environment.
- Effective verbal and written communication skills
- Ability to document information and maintain appropriate records
- Experience of developing and maintaining good working relationships with key stakeholders
- Demonstrable experience of advocacy and engagement activities
- Demonstrable experience of team working
- Experience of developing and training others
- Ability to work under pressure
- Confident presentation and workshop delivery skills
- Experience of developing or designing training materials
- Good IT skills including MS word, Excel and PowerPoint
- Demonstrable experience of working in a project team and delivering to deadlines

**Desirable**

- Ability to engage stakeholders at a higher level
- Knowledge and experience of more than one pharmacy sector
- Experience of managing and delivering a project across professions or organisations
- Postgraduate qualification in education or equivalent experience
- Experience of presenting or publishing research or service evaluations



**Portfolios of activities for 2019**

Each Professional Development Pharmacist will have an agreed portfolio of activity that supports delivery of the RPS Education and Professional Development Directorate Business Plan each year. The wte allocated to each will be flexible to reflect the working hours of staff.

<b>Portfolio</b>	<b>Responsibilities for 2019</b>
Pre-Foundation and Careers	Preregistration programme of support Pharmacy careers and recruitment
Education delivery: Transition programmes	RPS Transition programmes - supporting pharmacists changing area of practice
Assessments	Consultant post approval and credentialing Foundation assessments

**DATE JOB DESCRIPTION AGREED: February 2019**