ROYAL PHARMACEUTICAL SOCIETY

ROLE DESCRIPTION

ROYAL PHARMACEUTICAL SOCIETY IN WALES LOCAL COORDINATOR

Location:	Home worker – based in each Health Board area in Wales
Reports to:	Professional Development Lead
Grade:	N/A

CONTEXT

Who we are

The Royal Pharmaceutical Society (RPS) is the professional membership body for pharmacists and pharmacy in Great Britain. We advance the profession of pharmacy for public and patient benefit to secure the future of the profession and our members.

What we do

We lead and promote the advancement of science, practice and education in pharmacy to shape and influence the future delivery of pharmacy driven services.

We support and empower our members to improve health outcomes for society through professional guidance, networks and resources.

How we work

We are:

- Focused on delivering for members, patients and the public
- Committed to listening and learning
- Collaborative in our approach to success
- Dedicated to excellence in everything we do

RPS LOCAL

RPS is changing its local engagement model in Scotland and Wales. We will be replacing the regional Local Practice Forums (LPFs) with new RPS Locals covering NHS Board areas. This new model is supported by local coordinators who will be funded on a sessional basis based on an annual honorarium.

RPS Locals will help members engage with the RPS in their local areas. They aim to give members the opportunity to meet others face to face, support the professional development of our members and offer support to pharmacists at every stage of their career.

JOB PURPOSE

To role of the RPS Local Coordinator is to coordinate the activities of RPS Locals, including managing the delivery of a programme of events (workshops and webinars) throughout the year to support the dissemination and implementation of the Welsh Pharmacy Board objectives, RPS policy, standards and guidance and the RPS Professional Development Programme.

ADDITIONAL INFORMATION

Remuneration:	The role of RPS Local coordinator is non-salaried, but an honorarium of £1000 per year is available; expenses are paid.
Time commitment:	Coordinate & deliver a combination of 5 x face-to-face and webinar workshops per year and attend two training/team building days per year.
Term:	12 months to be reviewed at a later date.

MAIN ACCOUNTABILITIES

- Work with the RPS team, existing LPF members, Faculty and Foundation Champions and Welsh Pharmacy Board (WPB) to co-ordinate and lead in the delivery of RPS and local hot topic professional practice development events.
- Develop RPS Locals as focus for innovation, inter and intra professional practice development, quality in practice and research for RPS members.
- Identify and work with local and national stakeholders, including Health Boards, WCPPE, Schools of Pharmacy and other Research Institutes.
- Develop RPS Locals as an opportunity for networking and mentoring.
- Act as an ambassador for RPS locally.
- Support greater utilisation of RPS Social Media and digital platforms.
- Ensure events are evaluated.

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

SUCCESS MEASURES

- Effective coordination and delivery of a programme of events with members and non-members (including other health and social care professionals) throughout the year.
- An increase in opportunity for members to engage with the Faculty, Foundation, Mentoring and Guidance, and Support tools to ensure our members are fully supported in their practice and career.

Knowledge & skills for this role

- Problem solving
- Excellent communication skills
- A range of contacts and knowledge of local stakeholders
- Excellent planning and organisation to meet deadlines
- Self-motivated
- Negotiating and influencing
- A passion for developing pharmacy practice
- Basic IT skills
- Awareness of social media

SUPPORT

The RPS Local coordinators will report to the Practice Development Lead.

The Practice Development Lead will manage the activities of the RPS Local coordinators and associated work within the RPS team.

RPS event content will be developed and produced by the RPS Teams across GB. The Welsh RPS team will also support the RPS local coordinators to develop bespoke local events as appropriate.

There will be support from RPS Wales team for:

- Administrative support including room bookings, printing and collation of evaluations
- Delivery of webinars and use of social media and digital platforms

Interview dates: Telephone or face-to-face interviews 21 August 2018.

An induction day will be held at RPS Wales Office, 2 Ash Tree Court, Woodsy Place, Cardiff Gate Business Park, Cardiff. The date will be determined based on availability of successful candidates.

DATE JOB DESCRIPTION AGREED: July 2018.