

JOB DESCRIPTION

DIRECTOR FOR SCOTLAND

Location:	We're rapidly changing our ways of working as an organisation post lockdown and this presents an opportunity for candidates to be innovative about how they deliver what's needed for this role.
Reports to:	Director of Pharmacy & Member Engagement
Responsible for:	Team Scotland and RPS Locals (GB)
Grade:	7

Who we are

The Royal Pharmaceutical Society 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



Patron:
Her Majesty The Queen

Chief Executive:
Paul Bennett FRPharmS

President:
Sandra Gidley FRPharmS

England Board Chair:
Claire Anderson FRPharmS

Scotland Board Chair:
Jonathan Burton MBE FRPharmS

Wales Board Chair:

JOB PURPOSE

You'll be a visible, inspirational leader willing to develop a high profile across the profession, wider healthcare and our stakeholders. You'll provide a focal point for strategic leadership for our profession in Scotland and across GB, making members proud to be a part of our organisation. You will be a pharmacist adept at building relationships and networks.

This role is accountable for bringing national RPS policy to life for our members in Scotland, working at a senior level using your networks and relationships to drive the profession forward.

The National Boards are the 'backbone' of RPS and are responsible for RPS policy relevant to the practice and furtherance of the pharmacy profession within the nations of Great Britain and this role will focus on Scotland. You will work with the Scottish Pharmacy Board and Chair to ensure that members and the profession are engaged in the development of policy maintaining the position of RPS as the professional leadership body for our members and the wider profession.

You will provide strategic advice and guidance to the Board in the development of a clear and ambitious workplan aligned with organizational goals, RPS mission (We put pharmacy at the forefront of healthcare) and vision (We are the world leader in the safe and effective use of medicines) and be responsible for delivery. For this to be a success it will require coordinating and working with other areas of RPS to ensure plans are aligned across the whole RPS.

With your fellow Country Directors, you will direct and 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. On behalf of the three national teams you and your team will be responsible for our face to face member engagement model (RPS Local) for the whole of GB.

As part of the Operational Executive Team you will actively contribute to the development and implementation of RPS strategy and annual plan and work in support of the whole organisation delivering our vision and mission for the benefit of our members, the profession and society.

You will lead, inspire and develop a high performing team helping them to deliver the Scottish Pharmacy Board workplan, RPS strategic goals and to foster close cross organisational working.



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MAIN ACCOUNTABILITIES

I. LEADERSHIP

- Work proactively and collaboratively with the Scottish Pharmacy Board and RPS colleagues deliver on the vision and mission of RPS
- Work with teams in RPS to develop, promote and implement RPS policies, support and guidance for pharmacists, ensuring they are responsive to health and pharmacy policy in Scotland.
- Ensure RPS is at the heart of policy developments and initiatives from the Government and NHS in Scotland where they impact pharmacy.
- Contribute or lead agreed areas of change within RPS, to ensure the continued development and sustainability of the professional body as a whole.
- Advocate for the pharmacy profession at national and local level to improve the health and wellbeing of the public.
- Actively seek out opportunity to work with other health bodies to benefit members and RPS.
- Be a leader of change both within RPS and the profession.

2. RELATIONSHIP MANAGEMENT

- Build positive and productive relationships with other senior leaders across healthcare with the Chair and members of the Scottish Pharmacy Board.
- Working with the Chair of the Scottish Pharmacy Board, develop a productive relationship with the Chief Pharmacist, Scotland Government and the NHS in Scotland and other national key bodies, in order to contribute to and influence the development of pharmacy and broader health policy in Scotland.
- Develop and manage collaborative relationships between RPS and external bodies, such as pharmacy and healthcare organisations, educational bodies, patient organisations and the media in Scotland, to further the position of pharmacy in the NHS.
- Manage and develop effective working strategic relationships between the Scotland Pharmacy Board, other Scottish Boards, Assembly, RPS Directors and staff, ensuring effective communications and work on developments in policy, member services, product development and other activities as required.
- Develop excellent working relationships within the staff of the Scotland Team, directing, motivating and developing them to achieve objectives set.



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- Where necessary, to challenge where the interests of the profession and members of RPS are not appropriately represented

3. ORGANISATION AND MANAGEMENT

- Develop and implement the business plan for the Scottish Pharmacy Board.
- Contribute to and support the delivery of GB objectives and the wider RPS Business plan.
- Manage relationships with other directorates and foster joint working and effective cross organisational project management.
- Lead the central support for our face to face engagement model across GB (RPS Locals)
- Lead, manage and support the staff of the Scotland Team; maintaining a high performing team for Scotland, delivering high quality results against agreed targets.
- Support the Scottish Pharmacy Board, providing advice on governance issues, ensuring effective organisation of Board business, ensuring action on decisions and recommendations made.
- Plan and manage the budget and resources for the Scotland.
- Act as the Returning Officer for all elections to the Scottish Pharmacy Board, and in collaboration with fellow returning officers and the Governance and Business Manager for the Assembly ensure the development and management of the electoral process.

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

- Build positive and productive relationships with other senior leaders across healthcare and wider
- Elevate the work of RPS across Scotland making sure it delivers for the needs of our members
- Increase the visibility of pharmacy and RPS with policy makers and other healthcare professionals
- Delivery of the Scottish Pharmacy Board workplan
- Lead and Develop Team Scotland to deliver the highest standards for our members; demonstrated in an improved employee turnover, employee survey result.
- Delivery of corporate, local, team and individual objectives to time and within budget and resourcing provision



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- Quality of feedback on PA, PR and communications activity in Scotland
- RPS's and pharmacy's public and professional profile in Scotland is high
- Quality of membership feedback on support and services provided to pharmacists in Scotland is high
- Number of members in all categories of membership (new and retained) of the professional leadership body in Scotland increases in line with agreed targets
- Quality of key external relationships lead to tangible opportunities and outputs

KNOWLEDGE & SKILLS FOR THIS JOB

Qualifications

- A pharmacist – with substantial post qualification experience at a senior level with broad experience of, or knowledge of, more than one sector in pharmacy
- It would be desirable if the candidate had studied leadership, management, organisational development and change as part of a wider 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

- The Scotland health and social care system – for example: Government, NHS, current and emerging policies and initiatives.
- The pharmacy landscape in Scotland, national plans and policies of the NHS relating to or affecting pharmacy and medicines.
- Roles, and responsibilities of the Society and broad understanding of its work and operation
- A robust understanding of the roles and work of the key stakeholders in the pharmacy
- A sound appreciation of the issues relating to devolved healthcare across GB.

DATE JOB DESCRIPTION AGREED: July 2020



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