



JOB DESCRIPTION

CURRICULUM DEVELOPMENT MANAGER

Location: London Office/Hybrid Working
Reports to: Assessment & Credentialing Lead
Grade: 5

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

To lead on the development and review of RPS post-registration curricula to ensure they remain relevant, aligned to user, service and system needs of the UK pharmacy workforce.

To ensure RPS curricula are developed, and remain, in line with RPS quality standards.

MAIN ACCOUNTABILITIES

1. To lead on the review of the RPS post-registration Foundation curriculum, ensuring it remains relevant and aligned to system needs following the introduction of independent prescribing at point of qualification from 2026 In line with the regulator's new initial education and training for pharmacists standards.
2. To lead on the periodic review and evaluation of RPS curricula across advanced and consultant levels of practice.
3. To lead on the development of supplementary guidance across the RPS curricula in response to user and service feedback and developments.
4. To develop and implement a framework for the collaborative development of curricula, guidance, and resources in different specialities of pharmacy practice, working in collaboration with pharmacy specialist interest groups and other relevant organisations.
5. To act as the principal point of contact for internal and external stakeholders regarding RPS curricula design.
6. To deliver presentations and sessions about RPS curricula to a range of external stakeholders, including at pharmacy and educational conferences.
7. To lead on the accessible and effective communication of RPS curricula content and information to candidates and other stakeholders, via the RPS website and other communication channels.



8. To develop and implement a robust, evidence-based, and proportionate policy and process to periodic curriculum evaluation and review.
9. To contribute to the development and sharing of research and evaluation outputs relating to RPS post-registration curricula design.
10. To ensure RPS curriculum development principles, standards and SOPs remain aligned to best pedagogical practice in healthcare/clinical curriculum design.
11. To ensure RPS curricula are developed through proactive engagement with the diversity of the profession and its patients, demonstrating an inclusive approach to curriculum design aligned to EDI principles.
12. To undertake equality impact assessments (EQIAs) on RPS curricula, ensuring that they remain up-to-date and that recommendations are actioned, where appropriate.
13. To manage complex programmes and projects related to curriculum design and development, involving the co-ordination of a wide range of external stakeholders from across the healthcare system.
14. To manage resources and plans effectively to deliver projects to time and budget.
15. To write and present reports and papers to RPS educational governance bodies related to curricula design and review.
16. To undertake any other appropriate activities that ensure effective service delivery and contribute to the business plan that may be required as per demands of the directorate, as directed by your line manager.

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

1. RPS curriculum review and evaluation policy developed and in place by end of 2024
2. Post-registration Foundation curriculum reviewed and new iteration launched in Q1 2025
3. RPS advanced and consultant curricula under review by end of Q2 2026
4. Curriculum development projects delivered to budget and planned timescales.
5. RPS curricula developed and/or reviewed with demonstrable input from a diverse range of stakeholders, including those with protected characteristics
6. RPS curricula EQIAs are up-to-date and recommendation progress is actively monitored
7. Collaborative framework launched defining future approach to advanced specialist curriculum development with partner organisations
8. Candidates and stakeholders rate RPS information on its website and other channels as accessible and clear in feedback

KNOWLEDGE & SKILLS FOR THIS JOB

Essential

- Educated to degree level (or equivalent work experience)
- Postgraduate qualification in education (or equivalent work experience)
- Demonstrable experience of curriculum design and development, including complex document development and version control
- Demonstrable experience of managing programmes of work involving multiple projects and stakeholders, including coordinating and leading task & finish groups and/or short life working groups
- Demonstrable experience of delivering complex projects on time and to budget
- Experience of developing and maintaining good working relationships with key stakeholders, including senior members of a profession
- Ability to make decisions in complex and sensitive situations as well as know when to escalate appropriately
- Ability to quickly and accurately assimilate information and manage priorities in an evolving landscape
- Excellent verbal and written communication skills, including report writing skills
- Keen eye for detail and meticulous approach to document creation
- Good IT skills including MS word, Excel and PowerPoint



Desirable

- Understanding of current health education and regulatory policy and its impact on the pharmacy profession
- Experience of curriculum design within a post-graduate healthcare environment e.g. Royal College or similar
- Basic understanding of intellectual property principles