



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

President Job Description

Purpose:	Internal - Provide inspired leadership and strategic direction to achieve APTUK mission vision and organisational values External - Represent and set the strategic direction for the pharmacy technician profession to ensure the professions potential is realised across the UK
Work base:	Home and external venues
Accountable to:	APTUK Board of Directors
Reports to:	APTUK Board of Directors
Representing:	The membership of APTUK
Approximate time commitment:	Minimum of 10 hours per week to fulfil the duties of the role, including a requirement for face-to-face meetings in core business hours (with notice)

Key responsibilities:

Leadership

- Drive development and achievement of the strategic direction for APTUK linked to the mission and vision: National pharmacy and healthcare priorities and the pharmacy technician profession
- Provide leadership and direction to the Board of Directors and Executive Committee by developing, informing and supporting individuals to carry out their relevant duties and governance functions in line with APTUK culture and ways of working
- Acquire and maintain a knowledge of the pharmacy profession and national healthcare policy to ensure APTUK is a major influencer in shaping future models of care, creating and safeguarding roles for pharmacy technicians and improving outcomes for patients and the public.
- Contribute to the review and appraisal of government papers and national healthcare policies/guidance documents
- Regularly assess APTUK strategy in relation to relevant healthcare policies in all member countries to ensure it is still fit for purpose
- In partnership with the Board of Directors, approve major policies and projects of APTUK, such as capital expenditures and major programmes and service change
- Hold the chain of office
- Represent the profession at key stakeholder meetings to ensure the profession is acknowledged, recognised and valued
- Influence policy to be reflective of APTUK and professions strategic goals
- Identify strategic opportunities to strengthen the professional leadership body role

Operations

- Provide strategic leadership to ensure APTUK business and membership offer is reflective of future and current practice

- Oversee all operations, finance and business activities to ensure they achieve strategic goals whilst being legally compliant as stated in the Memorandum and Articles of Association and Standing Orders
- Preside over and chair all APTUK Board of Directors and Executive Committee meetings including the annual members business meeting
- Provide oversight and delivery of the APTUK annual report on APTUK activity
- Ensure APTUK responds to key internal and stakeholder consultations and where necessary, sets consultations to further APTUK and the pharmacy technician profession goals
- Present APTUK awards and the toast at APTUKs annual dinner

Relationship and People Management

- Champion and advocate the professional leadership body's mission and strategies to internal and external stakeholders to further the pharmacy technician profession
- Build trusted relationships with key partners and facilitate cross-organisational collaboration for the benefit of APTUK
- Seek out opportunities for investment and revenue generation
- Represent or ensure that APTUK is appropriately represented on all relevant National committees, advisory boards, steering groups and at external meetings and events
- Develop a professional leadership advisory role with the pharmacy regulator, other regulatory bodies, professional bodies or associations and government departments
- Ensure effective external communications about APTUK and its mission, priorities, importance, programs, and activities
- Seek opportunities for the profession by ensuring knowledge and exposure to national healthcare and pharmacy/pharmacy technician professional priorities is maintained
- Oversee the bi-annual performance review of the Board of Directors and Executive Committee and take steps to improve its performance where necessary and appropriate to do so
- Ensure the process for the selection, recruitment, induction and review processes across the Board of Directors and Executive Committee by supporting Operations Lead

Other duties (all Directors):

Communication

- Promote APTUK through all media sources in line with the Communication and Social Media policy alongside the Business Lead
- Provide feedback, advice and support as needed to other members of executive committee to help them work effectively and promote a positive working environment
- Maintain continuous lines of communication, keeping the Board and Executive Committee informed of all critical issues
- Provide regular updates on own activities to include both internal (to the Board) or external (to members and/or interested parties) stakeholders as needed

Governance

- Adhere to APTUK internal governance arrangements as set out in the Memorandum and Articles of the Association, standing orders and officers handbook
- Work within APTUK policy and procedures
- Champion high standards of conduct in line with APTUK values and behaviours

Information Management

- Maintain computer systems including user IT accounts and all computer hardware e.g. desktops, cabling, servers, printers etc. (where required) essential to the role
- Ensure any personal devices used to access APTUK IT systems comply with malware virus protection
- File or archive/ all APTUK documents and records using APTUK secure storage and agreed structure in a timely manner

Any other duty as agreed with the post holder and Board of Directors which may arise periodically.

Director Obligations

A Director must sign and deliver to the Board a statement confirming he/she will meet the following obligations to the Board and to the Company within one month of his/her appointment. The Secretary will provide the new Director with the appropriate documents.

- Act in accordance with the Memorandum and Articles of Association
- Provide a commitment to the values and objectives of APTUK including equal opportunities
- Contribute to and share responsibility for the Boards decisions
- Read the Board papers and to attend meetings, training sessions and other relevant events
- Declare relevant interests, including matters to be discussed at Board meetings and not put themselves in a position where their own personal interest or a duty owed to other conflicts with the duties owed to the company
- Keep confidential the affairs of the Board
- Comply with statutory and fiduciary duties
- Act in the best interests of the company (APTUK)
- Secure the proper and effective use of the Company's property
- Act within the scope of any authority given
- Use the proper degree of skill and care when making decisions particularly when investing funds

Time commitment:

As a senior role within APTUK, it will require a minimum of 10 hours per week to fulfil the duties of the role including daily email activity, as well as attendance to several full day meetings.

This will include:

- Board of Directors meetings (30 minutes monthly online meeting)
- Executive Committee meetings (60 minutes fortnightly online meeting)
- Project meetings (Fortnightly or monthly online meetings)
- One Branch meeting per year (full day face-to-face meeting)
- APTUK Professional Conference & Exhibition (once a year)
- Other meetings (virtual and face-to-face) related to tasks, activities or projects connected to the role
- Ad hoc external meetings representing APTUK as necessary

Benefits of the role:

- Opportunity to influence direction of the pharmacy technician profession and ensure representation for pharmacy technicians on healthcare agendas at a national level through leadership and networking
- Sponsorship for APTUK Professional Conference & Exhibition (once a year)
- Reimbursement of travelling and/or other expenses as indicated by LbG Articles and the APTUK expenses policy
- Personal development support
- Career progression references as required

Additional Information

Flexibility Statement

Please note: This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

Confidentiality and Legislation

All Directors and Executive Committee members of APTUK are required to maintain the confidentiality of members, colleagues and APTUK business and adhere to information governance in accordance with APTUK policy.

All Directors and Executive Committee members are required to have a personal awareness of the following legislation:

Companies Act 2013, Equality Act 2010, Data Protection Act 1998, Bribery Act 2010, Health & Safety Act 1974

Diversity

All Directors and Executive Committee members must at all times carry out his/her responsibilities with regard to APTUK values. At all times it is required that responsibilities are carried out with due regard to colleagues, members and Executive Committee members to ensure all receive equal treatment.

Risk management

It is a responsibility to report all accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

You are obliged to inform the Association if at any time in the course of term of office you are the subject of a police investigation or are convicted of a criminal offence.

You must also inform APTUK immediately if at any time during your term of office you are the subject of an investigation by the Independent Safeguarding Authority or are barred from either its Children's Barred List or Adults' Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while barred by the Independent Safeguarding Authority from either its Children's Barred List or Adults' Barred List.

Written by: Vicky Hope

Date: July 2025

Approved by: Board of Directors: Amy Laflin, Vice President; Rebecca Bastable, Membership Director;
Philip Jones, Education Director

Date: July 2025

Review Date: July 2027

Signature of Post Holder:

Date:

Signature of Director:

Date:

Person specification: President

Requirements:

The post holder must:

- Be employed in a pharmacy related field, with a current working knowledge of political and practical issues relating to pharmacy and pharmacy technicians
- Be registered as a pharmacy technician with the General Pharmaceutical Council (GPhC)
- Hold full APTUK membership, with a good current understanding of the workings and procedures of APTUK
- Work within APTUK conduct, values and behaviour frameworks

Personal quality	Essential	Desirable	Evidence
Education / Qualifications / Training	<ul style="list-style-type: none"> • Registered as a pharmacy technician with the General Pharmaceutical Council (GPhC) • Leadership/Management qualification • Member of APTUK for more than 3 years 	<ul style="list-style-type: none"> • Holds (or is working towards) a strategic leadership qualification • APTUK Board Director • APTUK Company Member 	<ul style="list-style-type: none"> • GPhC registration • Relevant qualification certificates • APTUK membership number
Experience	<ul style="list-style-type: none"> • Strategic and operational management • Managing complex information and delivering sensitive messages to small or large groups • Managing conflict of interests • Prioritising large work programmes • Influencing and negotiating skills 	<ul style="list-style-type: none"> • Leadership and management 	<ul style="list-style-type: none"> • CV / Resume • Reference
Skills / Aptitude	<ul style="list-style-type: none"> • Excellent written, verbal, and interpersonal communications skills • Effective organisational skills (planning, problem solving and prioritising) • Effective motivational skills • Effective leadership skills • IT skills • Presentation skills • Able to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally • Able to balance competing priorities, complex situations, and tight deadlines • Proven leadership and consensus building skills • Ability to operate as an effective tactical as well as strategic thinker 	<ul style="list-style-type: none"> • Attention to detail 	<ul style="list-style-type: none"> • CV / Resume • Reference

<p>Knowledge / Ability</p>	<ul style="list-style-type: none"> • Up to date knowledge of pharmacy practice • Ability to meet deadlines • Able to work on own initiative and within a team • Awareness of personal and professional limitations • Awareness of APTUK company articles, policies and procedures • Knowledge of Project Management • Ability to work under pressure • Report writing 	<ul style="list-style-type: none"> • Knowledge of developing policies and procedures • Knowledge of audit processes • Experience working with volunteers and knowledge of the not-for-profit sector are preferred 	<ul style="list-style-type: none"> • Certificates • CV / Resume • Reference
<p>Values and Behaviours</p>	<ul style="list-style-type: none"> • Professional: Uses knowledge, skills and judgement to deliver the highest standard of person-centred care • Committed: Dedicated to the profession, our members and the association • Demonstrates Integrity: Behaves honestly, openly, reliably and always takes responsibility • Collaborative: Works together and seeks involvement for the best outcomes • Visionary: Takes a proactive approach to lead and maximise the potential of the pharmacy technician profession for the future • Inclusive: Acts in an inclusive manner and encourages people to bring their whole selves to APTUK 		<ul style="list-style-type: none"> • CV / Resume • Interview • Reference
<p>Other requirements</p>	<ul style="list-style-type: none"> • Committed to attending Board of Director and Executive Committee meetings, APTUK Conference(s) and other external meetings as required 		<ul style="list-style-type: none"> • Resume • Interview