



Association of Pharmacy Technicians United Kingdom

Professional Lead Job Description

Purpose:	To partner with APTUK to lead and influence policy and practices for pharmacy technicians according to the home country needs
Work base:	Home and external venues
Accountable to:	APTUK Board of Directors and Executive Committee
Representing:	The membership of APTUK
Approximate time commitment:	4-5 hours per week to fulfil the duties of the role, plus a minimal requirement for face-to-face meetings in core business hours

Key responsibilities:

- To lead on achieving APTUK strategic objectives within the home country
- Inform APTUK of current and emerging national and specific healthcare/pharmacy policies and priorities and implications for local practices
- Inform APTUK of workforce priorities and/or workforce planning to implement national government healthcare policies
- Participate in APTUK responses to relevant national consultations
- Engage with home countries pharmacy technicians and APTUK members to ensure APTUK consultation responses and professional leadership is fully representative
- Acts as a representative and ambassador to promote positive relationships and strong partnerships with stakeholders for the benefit of the APTUK and the wider pharmacy technician profession
- Act as a link between the Executive Committee and localised country branch(es) to engage and encourage member engagement with APTUK activities
- Act as an APTUK advocate and promote the work of APTUK to encourage membership to ensure there is a truly national representation within APTUK

Other duties (all Executive Committee members):

Communication

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

- Champion high standards of conduct in line with APTUK's 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 requirements
- File or archive/ all APTUK documents and records using APTUKs secure storage and agreed structure in a timely manner

Research and service development

- Participate in responses to external consultations and any other documents that requires responses from APTUK
- Keep up to date and abreast of national healthcare and pharmacy/pharmacy technician professional priorities

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

Executive Committee member obligations

- Provide a commitment to the values and objectives of APTUK including equal opportunities
- Contribute to Board 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 him/herself in a position where his/her personal interest or a duty owed to other conflicts with the duties owed to the company
- Keep confidential the affairs of the Board
- 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 approximately 3-5 hours per week to fulfil the duties of the role including daily email activity, Board of Directors meeting (90 mins fortnightly evening online meeting) as well as occasional attendance to face-to-face meetings.

This may include:

- Project meetings (Fortnightly or monthly online meetings)
- 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 if requested as necessary

Benefits of the role:

- Opportunity to represent your home country and provide a leading voice within APTUK to ensure proper representation at the national level.
- 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 APTUKs values. At all times it is required that responsibilities are carried out with due regard to colleagues and 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, Operations Lead

Date: April 2021

Approved by: Liz Fidler, President and Ellen Williams, Vice President on behalf of the Board of Directors

Date:

Review Date: April 2022

Signature of Post Holder:

Date:

Signature of Director:

Date:

Person specification: Professional Lead

Requirements:

The post holder must:

- Be employed in a pharmacy related field, with a current working knowledge of country specific policies, professional guidance and standards 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.
- Demonstrate ability to champion APTUK's conduct, values and behaviours 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) • Member of APTUK for more than 3 years • Detailed knowledge of local country policies and practices 		<ul style="list-style-type: none"> • GPhC registration • APTUK membership number • Relevant qualification certificates
Experience	<ul style="list-style-type: none"> • Influencing and defining country specific practices and policies • Strategic and operational management • Writing procedures • Represented organisations at key meetings and provided a voice 	<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
Knowledge / Ability	<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 	<ul style="list-style-type: none"> • Knowledge of developing policies and procedures • Knowledge of 	<ul style="list-style-type: none"> • Certificates • CV / Resume • Reference

	<ul style="list-style-type: none"> • 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 	<p>audit processes</p> <ul style="list-style-type: none"> • Experience working with volunteers and knowledge of the not-for-profit sector are preferred 	
Values and Behaviours	<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 		<ul style="list-style-type: none"> • CV / Resume • Interview • Reference
Other requirements	<ul style="list-style-type: none"> • Committed to attending Board of Director and Executive Committee meetings, Branch Officer meetings, APTUK Conference(s) and other external meetings as required 		<ul style="list-style-type: none"> • Resume • Interview

Appendix 1 - Stakeholder engagement

To be added