



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

Director of Professional Practice and Policy Job Description

Purpose:

The Professional Practice and Policy Director provides strategic leadership to ensure APTUK remains a credible UK voice that shapes policy and advances pharmacy technician practice.

Working with the President, Executive Committee, Board and external stakeholders, they oversee APTUK's professional standards, policy statements, consultation activity and practice-related guidance.

The Director line manages and supports the Professional Practice Executive Committee Member(s), ensuring work programmes align with APTUK's strategic objectives.

Work base:

Home and external venues

Accountable to:

APTUK Board of Directors and Executive Committee

Representing:

The membership of APTUK

Approximate time commitment:

5-10 hours per week to fulfil the duties of the role, plus potential requirement for face-to-face meetings in core business hours

Key responsibilities:

Strategic Leadership

- Company Member and Director of APTUK, working with the Board of Directors and Executive Committee to implement strategic plans and policies throughout the organisation
- Lead the development and implementation of APTUK's professional practice and policy strategy.
- Ensure APTUK has a strong, evidence-informed position on matters affecting pharmacy technicians and the wider pharmacy workforce.
- Support the achievement of APTUK's strategic objectives through professional leadership and policy influence.
- Identify emerging professional, regulatory, workforce, and healthcare issues relevant to pharmacy technicians.
- Lead on consultation responses and APTUK organisational position statements for matters relating to professional practice and policy.

Professional Practice Leadership

- Lead APTUK's work relating to professional standards, scope of practice, workforce transformation, professional development, and service delivery.
- Support advancement of pharmacy technician practice across all sectors of healthcare.
- Ensure professional practice activities align with regulatory standards and healthcare priorities.

- Oversee the development of professional practice resources, guidance documents, position statements, and best practice recommendations.
- Promote safe, person-centred, evidence-based pharmacy practice.

Policy Development and Consultation Responses

- Lead the development of APTUK policy positions on matters affecting pharmacy technicians and pharmacy services.
- Coordinate and oversee APTUK's responses to national consultations, calls for evidence, government proposals, workforce reviews, and professional discussions.
- Establish processes for gathering member, stakeholder, and subject matter expert feedback to inform consultation responses.
- Draft, review, or oversee consultation responses to ensure they accurately represent the views and interests of pharmacy technicians.
- Work collaboratively with relevant Directors, Executive Committee Members, Special Interest Groups, and stakeholders to develop robust and evidence-based submissions.
- Present recommendations and consultation responses for approval through appropriate governance routes.
- Maintain oversight of consultation deadlines and policy priorities.
- Ensure consultation responses are communicated effectively to members and stakeholders where appropriate.

Stakeholder Engagement and Representation

- Represent APTUK at national meetings, advisory groups, conferences, and stakeholder events as required.
- Develop productive relationships with regulators, professional leadership bodies, employers, higher education institutions, commissioners, and healthcare organisations.
- Collaborate with external partners to influence professional practice developments and workforce policy.
- Act as a professional ambassador for APTUK and the pharmacy technician profession.

Line Management and Leadership Responsibilities

- Provide direct line management, support, and leadership to the Professional Practice Executive Committee Member(s).
- Hold regular one-to-one meetings to review progress, objectives, and priorities.
- Delegate professional practice projects and consultation activity appropriately.
- Support performance, engagement, development, and succession planning within the professional practice portfolio.
- Provide guidance and mentorship to Executive Committee members undertaking policy and professional practice work.
- Ensure work plans and objectives are aligned with APTUK's strategic priorities.
- Foster collaborative working across all APTUK directorates and volunteer teams.

Governance and Assurance

- Ensure professional practice and policy activities operate within APTUK governance processes.
- Present reports and recommendations to the Executive Committee and Board as required.
- Monitor risks associated with professional practice and policy activities.
- Maintain appropriate records of consultation responses, policy positions, and stakeholder engagement activity.
- Ensure transparency, consistency, and accountability in policy development processes.

Member Engagement

- Engage with members to understand current professional challenges, opportunities, and priorities.
- Promote opportunities for members to contribute to policy development and consultation activity.
- Support member communications relating to professional practice developments and policy changes.
- Encourage the sharing of innovation, good practice, and professional learning across the profession.

Other duties (all Directors and 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 Representative handbook
- Work within APTUK policy and procedures
- Champion high standards of conduct in line with the 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 requirements
- File or archive all APTUK documents and records using APTUK 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, including with the latest research and best practices in diversity, inclusion, and belonging

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 they will meet their obligations to the Board and to the Company within one month of his/her appointment. The Compliance Lead 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 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
- 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
- Provide 3 months' notice to the Board of Directors upon resignation

Time commitment:

As a senior role within APTUK, it will require approximately 5-10 hours per week to fulfil the duties of the role including daily email activity, as well as attendance at full day meetings as and when required.

This may include:

- Board of Directors and Executive Committee meetings (60-90 mins fortnightly evening online meeting)
- Project meetings (online or face-to-face)
- One Professional Practice Hub meeting per year
- Executive Committee face-to-face meeting (one day, twice a year)
- 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 lead on the EDI agenda and ensure full representation within APTUK
- 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

Probationary period

There is a probationary period of three months for new starters, during which time you shall be entitled to one weeks' notice. We may, at our discretion, extend this period for up to a further three months. During this probationary period your performance and suitability for continued employment will be monitored.

At the end of your probationary period, you will be informed in writing if you have successfully completed your probationary period.

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 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: Amy Laflin, President

Date: September 2026

Approved by: Rebecca Bastable, Membership Director

Date: October 2026

Review Date: October 2028

Signature of Post Holder:

Date:

Signature of Director:

Date:

Person specification: Director of Professional Practice and Policy

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
- Demonstrate ability to champion APTUK conduct, values and behaviours frameworks

Personal quality	Essential	Desirable	Evidence
Education / Qualifications / Training	• Registered as a pharmacy technician with the General Pharmaceutical Council (GPhC) Please note, we also welcome Northern Ireland based pharmacy technician applications	• Member of APTUK for more than 3 years	• GPhC registration OR Northern Ireland based pharmacy technician qualification • APTUK membership number • Relevant qualification certificates
Experience	• Registered Pharmacy Technician or significant experience working within pharmacy, healthcare, professional leadership, or policy environments. • Demonstrable understanding of pharmacy technician practice across healthcare settings. • Experience of influencing policy, strategic programmes, professional development, or workforce initiatives. • Experience of drafting reports, consultation responses, professional guidance, or position statements. • Experience of stakeholder engagement and collaborative working. • Experience of leading projects or teams.	• Leadership and management • Previous involvement in national professional leadership activities. • Experience of consultation development or public affairs work. • Experience of committee or board-level leadership. • Understanding of healthcare regulation, workforce policy, and system reform. • Experience of working within a membership or voluntary organisation.	• CV / Resume • Reference
Skills / Aptitude	• Excellent written, verbal, and interpersonal communications skills, including being able to manage difficult or sensitive conversations around EDI issues effectively and professionally • Strong presentation and facilitation skills for diverse		• CV / Resume • Reference

	audiences • Effective organisational skills (planning, problem solving and prioritising) • Effective motivational skills • Effective leadership skills • IT skills • Able to balance competing priorities, complex situations, and tight deadlines • Proven leadership and consensus building skills • Sensitivity to cultural, religious, and societal differences and understanding of intersectionality • Ability to operate as an effective tactical as well as strategic thinker • A high degree of emotional intelligence and empathy when engaging with diverse groups and individuals.		
Knowledge / Ability	• Up to date knowledge of pharmacy practice • a fresh perspective and a strong commitment to our EDI ambitions and commitments • passionate about providing the best possible experience for our colleagues and members • 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 • A strong understanding of current EDI legislation, best practices, and industry trends (e.g., the Equality Act 2010). • In-depth knowledge of diversity frameworks, unconscious bias, inclusive leadership, and anti-discrimination policies.	• Knowledge of developing policies and procedures • Knowledge of audit processes • Experience working with volunteers and knowledge of the not-for-profit sector are preferred	• Certificates • CV / Resume • Reference
Values and Behaviours	• Professional: Uses knowledge, skills and judgement to deliver the highest standard of person-centred care		• CV / Resume • Interview • Reference

	• 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		
Other requirements	• Committed to attending Board of Director and Executive Committee meetings, Professional Practice Hub meetings, APTUK Conference(s) and other external meetings as required • Committed to meeting the requirements of the role, balancing time-management to fulfil all duties		• Resume • Interview