

# Job Description



## Head of Pharmacy Services

### ROLE PROFILE

Job title:	Head of Pharmacy Services
Hours:	37.5 hours
Salary:	£53,000 to £57,000
Pension:	Contributory pension scheme
Type:	Permanent
Report to:	Chief Executive Officer
Base:	Leeds, with travel across West Yorkshire

Closing date for applications:	5pm on Wednesday 13 <sup>th</sup> September 2023
Notification of invite for interview:	No later than 5pm on Friday 15 <sup>th</sup> September 2023
Interviews:	Tuesday 3 <sup>rd</sup> October 2023 in South Leeds

Applications should be made by sending your CV and covering letter explaining why you feel you would be a suitable candidate for this role to: [kathryn@cpwy.org](mailto:kathryn@cpwy.org).

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### ROLE BACKGROUND

Community Pharmacy West Yorkshire is the Local Pharmaceutical Committee for West Yorkshire. As the organisation representing all community pharmacy contractors in our area, we represent and promote community pharmacy in discussions with the NHS, local authorities and partner organisations.

Our ambition is that community pharmacy is at the heart of the communities we serve; an integrated part of a sustainable primary care-based NHS, promoting and improving health and wellbeing for patients and the public, now and in the future. It is our role at Community Pharmacy West Yorkshire (CPWY) to work with pharmacy teams, along with local and national stakeholders, to realise this vision for community pharmacy in West Yorkshire.

### Summary of role:

- Responsible for supporting community pharmacies in the delivery of national and local pharmacy services.
- Effectively engage with commissioners and stakeholders at both strategic and operational levels to represent the interests of community pharmacy and support the integration.
- Developing new services for community pharmacy through all stages. From developing a business case and securing funding to successful service implementation.
- Develop relationships and maintain communication pathways, through a variety of mechanisms, with community pharmacy contractors and their teams across West Yorkshire.
- Develop and maintain relationships with key stakeholders such as those within ICS, local healthcare professional and public health. Advocating for community pharmacy, maintaining a high profile for community pharmacy and CPWY with all interested parties.

## **JOB DESCRIPTION**

### **Pharmacy Service Delivery**

- Support the delivery of existing Pharmacy Services:
  - Work closely with stakeholders to implement and integrate pharmacy services to ensure successful outcomes for the patients, ICS and to support community pharmacy income.
  - Work closely with community pharmacies to support the successful implementation of services. Through promoting the use of tools, resources, shared best practice and effective communication.
  - Lead the CPWY services team to achieve success across the full services agenda.
- Responsible for the development and delivery of new pharmacy services:
  - Support to develop the CPWY strategic approach to the services agenda.
  - Lead the negotiation of community pharmacy services, to both maintain funding and secure additional funding where appropriate.
  - Work closely with partners to develop pharmacy services which are cost effective, high quality and deliverable through community pharmacy.
  - Develop service models that both meet the needs of the commissioner and are deliverable by pharmacy contractors.

### **Relationship Management and Communication**

- Represent CPWY at meetings and events to raise the profile of community pharmacy and CPWY.
- Develop relationships and maintain contact, through a variety of mechanisms, with community pharmacy contractors and their teams (including field managers) across West Yorkshire.
- Develop existing and build constructive relationships with a broad range of stakeholders including commissioners, providers, public health bodies and patient organisations across the West Yorkshire Integrated Care System.
- Maintain communications by way of reports, support material, information sheets, meetings, including visits to community pharmacy contractors and other methods.
- Prepare press releases and communications.
- Website content should be created and maintained to a high level of accuracy and engagement.
- Update CPWY committee through verbal updates, reports and data presentation. Contribute to the CPWY annual report.
- Develop connections with other LPCs to ensure sharing of ideas, barriers and solutions, successes and lessons learned.

### **Leadership**

- Lead the services team appropriately to deliver on the services agenda by the effective implementation and maintenance of workplans.
- Deputise to CEO to both represent at meetings as well as to support and lead the team and its agenda.

## **PERSON SPECIFICATION**

### **Essential**

- Proven ability to meet agreed performance objectives.
- Excellent influencing and negotiating skills.
- In depth understanding of the NHS and local authority structure and the commissioning organisations which relate to pharmacy.
- High-quality communication skills, both written and verbal including delivering presentations.
- In depth and working knowledge of community pharmacy, both from the contractors' perspective and contractual requirements.
- Excellent organisational skills with the ability to prioritise workloads and manage own time effectively.
- Self-motivated and capable of working independently as well as part of a team.
- Experience of implementing pharmacy services.
- Computer literate and confident in use of MS office.
- Full UK driving licence and transport to be able to travel across West Yorkshire.
- Experienced with professional credibility.

### **Desirable**

- Experience in developing pharmacy services.
- Experience of working with (or as part of) Local Pharmaceutical Committees.
- Previous examples of collaboration or input into cross sector projects.
- Previous experience of line management.
- Registrant with the GPhC.

### **Core responsibilities in addition to role profile of all members:**

- Any other reasonable line management request.
- To work within the CPWY constitution.
- Maintain the security and confidentiality of information, ensuring that such information is handled with discretion.
- Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and to ensure their own safety and the safety of colleagues.
- Staff should be aware of their individual responsibilities under the Equal Opportunities Policy and ensure that they adhere to the provisions of the policy.
- All staff must follow their professional Code of Conduct where relevant, e.g., GPhC.