



Association of Pharmacy Technicians United Kingdom

Director Job Description

Title of post:	Vice President
Work Base:	Home & external venues
Accountable to:	APTUK Board of Director
Reports to:	APTUK President
Representing:	The membership of APTUK

Requirements:

The post holder must

- Be employed in a pharmacy related field.
- Have a current working knowledge and experience of political, strategic and practical issues relating to pharmacy and pharmacy technicians
- Have up to date knowledge of current pharmacy technician practice.
- Have a good current understanding of the business, processes and procedures of APTUK.
- Hold full APTUK membership.
- Be registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC)

Time commitment:

- Attend all Board of Directors meetings (4 full day face to face meetings a year)
- Attend all professional committee meetings (2 full day face to face meetings a year)
- Attend one Branch meeting per year (full day face to face meeting)
- Attend APTUK Professional Conference & Exhibition (once a year)
- Attend other meetings (virtual and face to face) related to tasks, activities or projects connected to the role
- Attend external meetings deputising for the President as required
- Minimum of 5 hours per week to fulfil the duties of the role

Remuneration package:

- Reimbursement of travelling and/or other expenses as indicated by LbG Articles and the National Officers handbook
- Sponsorship for APTUK Professional Conference & Exhibition (once a year)
- Personal development support, appraisals and PDR
- Career progression references as required

Job Summary:

- Work as an APTUK Director

- Act as an ambassador for APTUK, championing and advocating the professional leadership body's mission and strategies to internal and external stakeholders
- To deputise for the President as required
- Assists the President to oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall mission and strategies.
- Assist the President in building trusted relationships with key partners and facilitating cross-organisational collaboration
- Ensure the activities of APTUK are legally compliant as stated in the Memorandum and Articles of Association and Standing Orders
- 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

Key responsibilities

Director Obligations

- To act in accordance with the Memorandum and Articles of Association
- To be committed to the mission, values and objectives of APTUK
- To contribute to and share responsibility for the Board's decisions;
- To read the Board papers and to attend meetings, training sessions and other relevant events;
- Subject to any overriding legally binding requirement to the contrary, to keep confidential the affairs of the Board;
- To comply with statutory and fiduciary duties
- To act in the best interests of the company (APTUK) and the Pharmacy Technician profession
- To declare any interests a Director may have in 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 another conflicts with the duties owed to the company
- To secure the proper and effective use of the Company's property
- To act within the scope of any authority given
- To use the proper degree of skill and care when making decisions particularly when investing funds

A Director must sign and deliver to the Board a statement confirming he/she will meet these 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.

Deputising

- Deputise for the President, chairing and attending internal and external meetings as requested
- Provide feedback to the President on the above and other events and conferences attended, reinforced by a written report as necessary

Leadership

- In the absence of the President, provide leadership and direction to the Board of Directors, Professional Committee and Associates
- Provide the Board of Directors with regular updates and a quarterly report on Vice President outputs of the business plan and priorities
- Support the President to lead the development of the strategic direction for APTUK

- Support the President to oversee and be assured of APTUKs professional leadership business activities

Strategy

- Keeps self and APTUKs Board of Directors informed of significant developments and changes in the internal and external environment
- Contributes to the review and appraisal of government papers and national healthcare policies/guidance documents
- Contributes to the development of major policies and projects of APTUK

Operations

- Support the President to oversee all operations and business activities to ensure they produce the desired results consistent with the overall mission and strategies.
- In the absence of the President, chairs APTUK Board of Directors and Professional Committee meetings including the annual members business meeting in accordance with the Memorandum and Articles and Standing Orders
- Contribute to the preparation of meeting agendas
- Provide a quarterly report on APTUK activity to the Board of Directors and a biannual report to the Professional Committee
- Contribute to APTUK's response to internal and stakeholder consultations
- Consistently meet personal internal and external deadlines
- Contribute to the selection, recruitment, and induction processes across the Board of Directors

Communication and Relationship Management

- Acts as a representative and ambassador to promote and build positive trusted relationships and strong partnerships for the benefit of the APTUK
- Champion and advocate the professional leadership body's mission and strategies to internal and external stakeholders
- Represent APTUK on relevant National committees, advisory boards, steering groups and at external meetings and events as requested
- Be a point of contact for the pharmacy regulator, other regulatory bodies, professional bodies or associations and governments departments
- Maintain effective communication, keeping the President informed of all critical issues
- Support the President in assuring of effective external communications about APTUK and its mission, priorities, importance, programs, and activities
- Support the President to seek out opportunities for investment, revenue generation and strategic partnerships

Other duties (all Directors):

Governance

- Ensure the activities of APTUK are legally compliant as stated in the Memorandum and Articles of Association and Standing Orders
- Adhere to APTUK internal governance arrangements as stated in the Memorandum and Articles of the Association, standing orders and officers handbook
- Work within APTUKs policy and procedures

Information Management

- Maintain computer systems, user IT accounts, computer hardware e.g. desktops, cabling, servers, printers etc. essential to the role.
- File or archive/ all APTUK documents and records using APTUKs secure storage in a timely manner
- Ensure all Information Management and Technology information is processed in accordance with APTUK policies and procedures. Ensure compliance with GDPR and other Information Governance regulations

Personal Development

- Participate in and conduct APTUKs personal development reviews and develop own PDR
- Undertake regular continuing professional development (CPD) relevant to professional role.
- Attend suitable informal and formal courses and training and business meetings as requested.
- Maintain knowledge and experience of National healthcare and pharmacy/pharmacy technician priorities.

Research and Service Development

- To participate in responses to external consultations and any other documents that requires responses from APTUK
- Support the President to commission relevant institutions to conduct research, surveys and audits on behalf of APTUK, pertinent to the role of pharmacy technicians to evidence the impact and outcomes of the profession on patient care.

Resource Management

- Follow the APTUK expenses procedure and submit timely requests for expenses
- Keep records of all expenditure on postage, stationary; telephone calls etc. and submit to the Treasurer monthly ensuring all are within budget

Any other duty as agreed with the post holder and relevant National Officer which may arise periodically.

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 National Officers 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 National Officers are required to have a personal awareness of the following legislation:

Companies Act 2013, Equality Act 2010, Data Protection Act 1998 and GDPR 2018, Bribery Act 2010, Health & Safety Act 1974

Diversity

All Directors and National Officers 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, members and National Officers to ensure all receive equal treatment.

Risk management

It is a responsibility to report all accidents or incidents which occur whilst carrying out duties of the role promptly and, when requested, to co-operate with any investigation undertaken.

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Director:

Date:

Written by: Andrea Ashton, Director of Human Resources

Date: Nov 2018

Approved by: Board of Directors

Date: Nov 2018

Review Date: Nov 2019

DR

Person specification: Vice President

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/ Qualifications/ Training	<ul style="list-style-type: none"> • NVQ Level 3 Pharmacy Services with BTEC National Certificate in Pharmacy Services or equivalent • APTUK Member • Registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC) • Post Graduate Leadership and Management qualification 	<ul style="list-style-type: none"> • Up to date evidence of CPD 	<ul style="list-style-type: none"> • Certificate of qualification • APTUK membership database • GPhC Register
Knowledge and Experience	<ul style="list-style-type: none"> • Up to date knowledge of all areas of Pharmacy Practice • Knowledge of National policies, professional guidance and standards relating to Pharmacy and Pharmacy Technicians • Understanding of the changes within pharmacy practice and healthcare • Experience of operational management • Senior Leadership and Management Experience • Experience of team working • Experience in writing procedures • Have a good current understanding of the business, processes and procedures of APTUK 	<ul style="list-style-type: none"> • Experience in the use of Office 365 • Writing for publication (e.g.articles, blogs) • Report Writing 	<ul style="list-style-type: none"> • Application Form/Interview
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent organisational and planning skills • Ability to work under pressure, plan personal workload, delegate and meet deadlines • Excellent interpersonal skills • Ability to positively influence • Ability to build trust and relationships amongst colleagues and stakeholders 	<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Application Form/Interview

	<ul style="list-style-type: none"> • • Excellent motivational skills • Works accurately and possesses excellent attention to detail • Ability to understand new issues quickly and make sound decisions • Ability to think creatively • Excellent leadership skills • Excellent IT skills (word, power point & excel) • Able to work on own initiative and as part of the team • Awareness of personal and professional limitations • Assertive and forward thinking • Highly motivated and enthusiastic 		
Values and Behaviours	<p>Lead by example, promoting the highest standards of personal and professional conduct</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 takes responsibility at all times • 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 /Interview
Other requirements	<ul style="list-style-type: none"> • Able to commit to attending meetings and events required of the President • Able to travel across the UK • Able to stay overnight to attend meetings 		