



Association of Pharmacy Technicians United Kingdom

National Officer Job Description

Title of post: National Officer for Northern Ireland

Managed by: Vice President

Accountable to: The membership of Association of Pharmacy Technicians UK (APTUK)

Responsible to: The Board of Directors of APTUK

Main Duties:

Support the Board of Directors to: -

- Act as the strategic link with the devolved countries Chief Pharmaceutical Officer and the Board of Directors
- Inform APTUK of current and emerging national and specific healthcare/pharmacy policies and priorities
- 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 devolved countries pharmacy technicians and APTUK members to ensure APTUK consultation responses and professional leadership is fully representative
- Act as an APTUK advocate and promote the work of APTUK and encourage membership

Necessary Requirements:

- ✓ Hold APTUK membership (Full or Student).
- ✓ Be employed in a pharmacy related field.
- ✓ Have a current working knowledge of political and practical issues relating to pharmacy.
- ✓ Have up to date knowledge of current pharmacy practice.
- ✓ Have a good current understanding of the workings and procedures of APTUK.

Time commitment:

- Attend all education workstream meetings (bi-monthly 2 hour virtual meetings a year)
- Attend all professional committee meetings (2 full day face to face meetings a year)
- Attend APTUK Professional Conference & Exhibition (once a year)
- Attend another other meetings (virtual and face to face) related to tasks or activities related to the role



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- Duties of the role and email activity (3 times a week)

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 and professional development opportunities
- Career progression references as required

Other duties (all National Officers):

Communication

- Consistently promote APTUK through all media sources in line with the Communication and Social Media policy
- Liaise with the Communications Workstream to use social media to promote APTUK
- Provide feedback, advice and back up as needed to other members of senior staff team to ensure all senior staff has support needed to work effectively and promote positive work environment
- Maintain continuous lines of communication, keeping the CEO/president informed of all critical issues
- Co-ordinate all information and communication relating to APTUK 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
- 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.



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Personal Development

- Participate in APTUKs personal development reviews and develop own PDR
- Undertake regular continuing professional development (CPD) relevant to role
- Attend suitable courses, training and business meetings as requested.

Research and Service Development

- To participate in responses to external consultations and any other documents that requires responses from APTUK
- Undertake surveys or audits, as necessary to own area of work as required for feedback to Board of Directors following APTUK guidelines and policies and provide comment if required
- Keep up to date and abreast of national healthcare and pharmacy/pharmacy technician professional priorities

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

Health & Safety

- Ensure the safe operation of equipment including secure use of any expensive equipment/installation and/or repair and maintenance of physical assets as and when required to do so

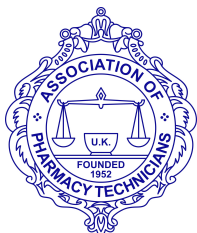
Flexibility Statement

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 National Officers of APTUK are required to maintain the confidentiality of members and adhere to information governance in accordance with APTUK policy.

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



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Companies Act 2013, Equality Act 2010, General Data Protection Regulation (GDPR) 2018, Bribery Act 2010, Health & Safety Act 1974

Job Specification

Title of Post: National Officer Devolved Countries (Wales/Scotland/Northern Ireland)

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 Fully paid up member of APTUK Registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC) or recognised pharmacy technician qualification in Northern Ireland 		<ul style="list-style-type: none"> Certificate of qualification APTUK membership card Certificates
Experience	<ul style="list-style-type: none"> Representing an organisation at a senior level Experience of team working 	<ul style="list-style-type: none"> Experience in writing procedures Experience in the use of Office 365 Writing articles 	<ul style="list-style-type: none"> CV / Resume
Skills/ Aptitude	<ul style="list-style-type: none"> Good written and verbal communication skills Good organisational skills (planning, problem solving and prioritising) Good motivational skills Good leadership and management skills IT skills (word, powerpoint & excel) Presentation skills 	<ul style="list-style-type: none"> Attention to detail 	<ul style="list-style-type: none"> CV / Resume
Knowledge/ Ability	<ul style="list-style-type: none"> Up to date knowledge of 	<ul style="list-style-type: none"> Knowledge of Project Management 	<ul style="list-style-type: none"> Certificates CV / Resume



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	<p>Pharmacy practice</p> <ul style="list-style-type: none"> • Current knowledge of PTPT training • Knowledge of policies and procedures relating to PTPTs • Ability to meet deadlines • Able to work on own initiative and within a team • Awareness of personal and professional limitations • Ability to work under pressure • Report writing 	<ul style="list-style-type: none"> • Knowledge of audit processes 	
Attitudes	<ul style="list-style-type: none"> • Professional and diplomatic • Assertive and forward thinking • Team worker • Adaptable and methodical • Highly motivated and enthusiastic 		<ul style="list-style-type: none"> • CV / Resume
Personal	<ul style="list-style-type: none"> • Enthusiastic • Able to motivate • Forward thinking • Leads by example 		<ul style="list-style-type: none"> • CV / Resume
Other requirements	<ul style="list-style-type: none"> • Able to travel across the UK • Able to stay overnight to attend meetings/ 		

Devolved Country National Officer Declaration:

I agree to work to the above specified criteria:

Signed:

Full name:

APTUK Membership number:

Date: