



## Association of Pharmacy Technicians UK

### National Officer Job Description

<b>Title of Post:</b>	<b>National Officer for Pre-registration Trainee Pharmacy Technicians (PTPTs)</b>
<b>Accountable to:</b>	APTUK Board of Directors
<b>Reports to:</b>	The Director of Professional Development and Education Workstream
<b>Representing:</b>	The membership of APTUK
<b>Work base:</b>	Home & external venues

#### Requirements:

The post holder must:

- Be employed in a pharmacy related field
- Have 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
- Hold full APTUK membership
- Be registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC)

#### 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
- 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 development support, appraisals and PDR
- Career progression references as required

#### Job Description:

- Lead on PTPT support provided by APTUK
- Oversee PTPT membership
- Oversee and support PTPT Associates
- Manage the PTPT Award
- Work within APTUK's conduct, values and behaviours

## **Key responsibilities:**

### PTPT support

- Ensure that the APTUK website pages for PTPTs are current and up to date and that resources meet their needs. These should be updated after each APTUK Annual Professional Conference & Exhibition and when changes are needed. Liaise with the Media Officer to ensure updates and changes are made
- Maintain content APTUK Pharmacy Technician Careers Leaflet
- Ensure that there is a minimum of one article for PTPTs in the APTUK Pharmacy Technician Journal (4 journals a year). This may include writing articles or finding authors to write articles. Liaise with the Editor to ensure timely submission of articles
- Participate in the development of the APTUK Annual Professional Conference & Exhibition programme, ensuring there are sessions for PTPTs. This may include delivering session(s) or finding other speakers to deliver sessions
- Respond to queries made by PTPTs within 3 days of the initial request

### PTPT Membership

- Develop and maintain a database of PTPT training providers in each home country
- Work with the Membership Officer to ensure there is marketing materials to encourage PTPTs to be members
- Liaise with PTPT training providers to ensure PTPTs receive a session about APTUK and the benefits of joining the professional leadership body at the beginning of their training. This may be delivered by the National Officer for PTPTs, another National Officer, Associates or training providers
- Liaise with PTPT training providers to ensure PTPTs receive a session about APTUK and the benefits of joining the professional leadership body as a full paying member at the end of their training. This may be delivered by the National Officer for PTPTs, another National Officer, Associates or training providers
- Maintain a database/spreadsheet of all membership sessions delivered to PTPTs
- With the support of the Membership Co-ordinator monitor the number of PTPT members that become full members after their training
- With the support of the Membership Co-ordinator investigate why PTPT members do not become full paying members and report this back to the professional committee once a year (October) with options to address this

### PTPT Associates

- Be involved in the appointment of PTPT Associates
- Induct PTPT Associates to ensure they are able to complete allocated tasks/activities
- Support PTPT Associates to ensure tasks/activities are completed in a timely manner
- Provide updates on progress to the Education Workstream on tasks/activities that the PTPT Associates are responsible for

### PTPT Award

- Manage APTUK awards, including working with the communications teams regarding marketing, sourcing judges, overseeing the adjudication process and publicising the winner

## **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.

### 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 require
- 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:  
Companies Act 2013, Equality Act 2010, Data Protection Act 1998, Bribery Act 2010, Health & Safety Act 1974

Written by: Dalgeet Puaar, Director of Professional Development

Date: March 2017

Approved by: Tess Fenn, President

Date:



## Association of Pharmacy Technicians UK

### Job Specification

**Title of Post:** National Officer for Pre-registration Trainee Pharmacy Technicians (PTPTs)

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/ Qualifications/ Training	<ul style="list-style-type: none"> <li>NVQ Level 3 Pharmacy Services with BTEC National Certificate in Pharmacy Services or equivalent</li> <li>Fully paid up member of APTUK</li> <li>Registered as a Pharmacy Technician with the General Pharmaceutical Council (GPhC)</li> </ul>	<ul style="list-style-type: none"> <li>Up to date CPD portfolio</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of qualification</li> <li>APTUK membership card</li> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of team working</li> </ul>	<ul style="list-style-type: none"> <li>Experience in writing procedures</li> <li>Experience in the use of Office 365</li> <li>Writing articles</li> </ul>	<ul style="list-style-type: none"> <li>CV / Resume</li> </ul>
Skills/ Aptitude	<ul style="list-style-type: none"> <li>Good written and verbal communication skills</li> <li>Good organisational skills (planning, problem solving and prioritising)</li> <li>Good motivational skills</li> </ul>	<ul style="list-style-type: none"> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>CV / Resume</li> </ul>

	<ul style="list-style-type: none"> <li>• Good leadership and management skills</li> <li>• IT skills (word, powerpoint &amp; excel)</li> <li>• Presentation skills</li> </ul>		
Knowledge/ Ability	<ul style="list-style-type: none"> <li>• Up to date knowledge of Pharmacy practice</li> <li>• Current knowledge of PTPT training</li> <li>• Knowledge of policies and procedures relating to PTPTs</li> <li>• Ability to meet deadlines</li> <li>• Able to work on own initiative and within a team</li> <li>• Awareness of personal and professional limitations</li> <li>• Ability to work under pressure</li> <li>• Report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Project Management</li> <li>• Knowledge of audit processes</li> </ul>	<ul style="list-style-type: none"> <li>• Certificates</li> <li>• CV / Resume</li> </ul>
Attitudes	<ul style="list-style-type: none"> <li>• Professional and diplomatic</li> <li>• Assertive and forward thinking</li> <li>• Team worker</li> <li>• Adaptable and methodical</li> <li>• Highly motivated and enthusiastic</li> </ul>		<ul style="list-style-type: none"> <li>• CV / Resume</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Able to motivate</li> <li>• Forward thinking</li> <li>• Leads by example</li> <li>• Professional appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Assertive</li> </ul>	<ul style="list-style-type: none"> <li>• CV / Resume</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Able to travel across the UK</li> <li>• Able to stay overnight to attend meetings/</li> </ul>		

**Written by: Dalgeet Puaar, Director of Professional Development**

**Date: March 2017**

**Approved by: Tess Fenn, President**

**Date:**