



Association of Pharmacy Technicians United Kingdom

Pharmacy Technician Associate, Devolved Countries - Wales - Role Specification

Managed by: National Officer for Wales

Accountable to: The membership of APTUK

Responsible to: The Board of Directors of APTUK

Main Duties:

External

- 1.1 To act as an APTUK advocate and promote the work of APTUK and encourage membership
- 1.2 To engage with devolved countries pharmacy technicians and APTUK members to ensure APTUK consultations responses and professional leadership is fully represented
- 1.3 To develop relationships with APTUK partner organisation and specialist groups for the benefit of members and the wider pharmacy technician profession.
- 1.4 To act as APTUK's Pharmacy Technician representative at external stakeholder events and meetings as requested.
- 1.5 To produce written reports when attending external stakeholder events and meetings. These must be shared with relevant workstreams
- 1.6 To contribute to APTUK's responses to external consultations and any other documents that require a response from APTUK as required.

Internal

- 2.1 To support the National Officer for Wales on key issues and developments
- 2.2 To work collaboratively with relevant Associates, National Officers and Board of Directors, as required.
- 2.3 To be a proactive member of designated workstream
- 2.4 To attend and participate in workstream and other APTUK meetings

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.

Expected conduct/behaviour:

To act for and in the best interests of the company (APTUK)

To act personally

To act within the scope of any authority given

To use the proper degree of skill and care when making decisions about what to report on

To act in accordance with the articles of the Association

To maintain contact with the Board of Directors, and the Professional Committee.

To submit at least one article per month.

Associate Declaration:

I agree to work to the above specified criteria:

Signed:

Full name:

APTUK Membership number:

Date: