



Association of Pharmacy Technicians UK

National Officer Job Description

Title of Post:	HR Policies and Procedures Officer
Accountable to:	APTUK Board of Directors
Reports to:	The Director of Human Resources and Human Resources Workstream
Representing:	The membership of APTUK
Work base:	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 HR 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:

- To promote and publicise APTUK to stakeholders via social media order to increase its profile and increase APTUK membership.

Key responsibilities:

Develop and Maintain APTUKs HR Policies and Procedures

- Ensure the Officers Handbook is current and fit for purpose and meets the requirements of the Standing Orders and the APTUK organisation
- Devise database of HR policies and procedure reflective of APTUKs structure delivered by volunteers
- Develop and maintain HR policies and procedures identified on the database
- Develop and review HR letters, templates, appraisal & PDR templates and recruitment templates and others as identified

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

The content of this Job Description represents an outline of the post only and is therefore not a final list of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following 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: April 2017

Approved by: Tess Fenn, President & Board of Directors

Date: May 2017

Review Date: April 2018



Association of Pharmacy Technicians UK

Job Specification

Title of Post: **HR Policies and Procedures Officer**

Personal Quality	Essential	Desirable	Evidence
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) 	<ul style="list-style-type: none"> • Up to date CPD portfolio 	<ul style="list-style-type: none"> • Certificate of qualification • GPhC registration • APTUK membership number • Certificates
Experience	<ul style="list-style-type: none"> • 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 Reference
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 Reference
Knowledge/ Ability	<ul style="list-style-type: none"> • Up to date knowledge of Pharmacy practice • Current knowledge of PTPT training • Knowledge of 	<ul style="list-style-type: none"> • Knowledge of Project Management • Knowledge of audit processes 	<ul style="list-style-type: none"> • Certificates • CV / Resume Reference

	<p>policies and procedures relating to PTPTs</p> <ul style="list-style-type: none"> • 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 		
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 • Interview • DBS check • Reference • GPhC registration
Personal	<ul style="list-style-type: none"> • Enthusiastic • Able to motivate • Forward thinking • Leads by example • Professional appearance 	<ul style="list-style-type: none"> • Assertive 	<ul style="list-style-type: none"> • CV / Resume • Reference Interview
Other requirements	<ul style="list-style-type: none"> • Able to travel across the UK • Able to stay overnight to attend meetings/ 		<ul style="list-style-type: none"> • Resume Interview

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