

Association of Pharmacy Technicians UK

National Officer Job Description

Title of Post:	Branch Liaison Officer
Accountable to:	APTUK Board of Directors
Reports to:	The Director of Communication and Membership Engagement
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:

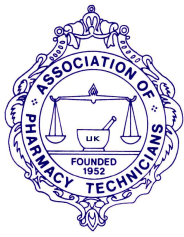
- Attend all membership engagement workstream meetings (2-hour virtual meetings held virtually every 2 months)
- Attend where possible the information meetings (Bi-monthly virtual meetings)
- Attend APTUK Professional Conference & Exhibition (once a year 2 ½ days commitment)
- Attend other meetings (virtual and face to face) related to tasks or activities related to the role
- Duties of the role and email activity (3 times a week)
- Run the annual branch day

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
- Career progression references as required

Job Description:

- Lead on Branch support provided by APTUK
- Oversee the governance of Branches
- Oversee and support Branch Committees Members (where available)
- Manage the Branch of the Year Award
- Work within APTUK's conduct, values and behaviours



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Key responsibilities:

Branch support

- Ensure that the APTUK website pages for Branches 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 Website Lead to ensure updates and changes are made
- Ensure that each Branch writes an article for the Pharmacy Technician Journal (4 journals a year) on a rotational basis. Liaise with the Editor to ensure timely submission of articles
- Write an article in for the APTUK Pharmacy Technician Journal (4 journals a year) describing what Branch activity has taken place and what Branch meetings are scheduled
- Participate in the development of the Annual Branch Day, ensuring that the programme supports the development of Branches. This may include delivering session(s) or finding other speakers to deliver sessions
- Respond to queries made by Branches within 5 days of the initial request

Governance of Branches

- Review and update the Branch Handbook as required (minimum of annually)
- Ensure that Branches are run within the structure and corporate branding of APTUK
- Co-ordinate the work of branches, maintain regular communication and monitor records, documents and governance of the branches in line with LbG Articles and Standing Orders
- Maintain a database of all Branches, including the names and role of each Branch Committee Member
- Ensure all new Branches are allocated an email address. Liaise with the Company Business Workstream to ensure this happens in a timely manner
- Deal with Branch closures as per APTUK guidelines
- Keep copies of all correspondence relating to Branches including any problems and queries

Branch Committee Members (Associates)

- Be involved in the appointment of Branch Committee Members
- Meet with new Branch Committee members and induct them (this could be carried out face to face or virtually)
- Support Branch Committee Members to ensure they are able to meet the Branch governance requirements as outlined in the Branch Handbook

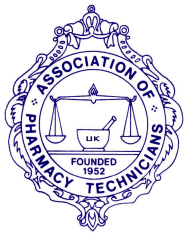
Branch of the Year Award

- Manage the Branch of the Year Award, including 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
- 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



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- Maintain continuous lines of communication, keeping the 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

- 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

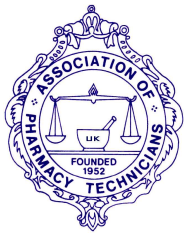
Flexibility Statement

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:

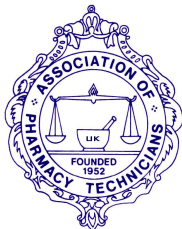


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Companies Act 2006, Equality Act 2010, Data Protection Act 2018, Bribery Act 2010,
Health & Safety Act 1974

Updated by: N.Ody HR Director July 2019

Approved by: Director (Secretary) Date: 13th Sept 2020 Review Date: July 2021

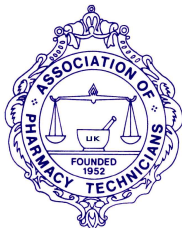


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Job Specification

Title of Post: Branch Liaison Officer

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) 	<ul style="list-style-type: none"> • Up to date CPD portfolio 	<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 team working • Leadership and Management Experience 	<ul style="list-style-type: none"> • Experience in writing procedures • Experience in the use of Office 365 • Writing for publication (e.g.articles, blogs) • Report Writing • Knowledge of laws and principles relating to information security and confidentiality 	<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 • Excellent interpersonal skills and experience of multidisciplinary negotiations. • Ability to positively influence • Works accurately and possesses excellent attention to detail • 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 	<ul style="list-style-type: none"> • Project Management 	<ul style="list-style-type: none"> • Application Form/Interview



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	<p>limitations</p> <ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines • Assertive and forward thinking • Highly motivated and enthusiastic 		
Values and Behaviours	<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 travel across the UK • Able to stay overnight to attend meetings 		

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