

**Derbyshire LPC Chief Officer**

**ROLE PROFILE**

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| Job title: | Derbyshire LPC Chief Officer |
| Hours:  | 24 hours per week |
| Salary:  | £27.50 |
| Pension:  | Contributory pension scheme  |
| Type: | Permanent contract |
| Report to: | Derbyshire LPC Chair |
| Base:  | Remote working with some travel across Derbyshire  |

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| Closing date for applications: | 6th March 2023 |
| Notification of invite for interview: | 16th March |
| Interviews: | Week commencing 27th March |

Applications should be made by sending your CV, covering letter explaining why you are suitable for this role and details of two referees one of which must be your current/most recent employer to: taniacork@derbyshirelpc.co.uk

**ROLE BACKGROUND**

An exciting opportunity has become available for a Chief Officer, working within the Derbyshire LPC and representing just over 200 pharmacy contractors throughout the Derbyshire Area. This role is offered on a part time basis (24 hours per week) with the successful candidate being able to offer flexibility in hours when needed.

We are looking to recruit a highly enthusiastic and motivated individual who is passionate about delivering excellent standards, championing community pharmacy and ensuring delivery of the organisations aims and commitments.

Please contact Tania Cork on 07779362017 or taniacork@derbyshirelpc.co.uk if you would like further information about the role.

Candidates should assume that if they have not been contacted within two weeks of the advertised closing date that they have not been shortlisted for interview. If you are shortlisted for this post, you will be notified by email. Please note we are unable to pay interview expenses.

All offers of employment are conditional upon receipt of satisfactory written references and evidence of your right to work in the UK. Your referees will be contacted by email. Please ensure you provide full email addresses. One of your referees must be your current/most recent employer.

**DUTIES AND RESPONSIBILITIES**

* Prepare agendas for LPC and Executive meetings
* Ensure that decisions taken by the LPC are implemented
* Line manage the LPC Support Officer and any other LPC employees
* Deal with routine and specific correspondence on behalf of the LPC
* Maintain records of all pharmacy contractors represented by the LPC
* Communicate effectively with LPC members, PCN Community Pharmacy Leads and contractors
* Respond to PSNC requests for information or action and updating PSNC on

local developments

* Represent community pharmacy contractors on the Derbyshire Integrating Pharmacy and Medicines Optimisation (IPMO) group
* Work closely with the Committee to develop, deliver and maintain a strategy

and work plan for the LPC.

* Guide the LPC in ensuring rigorous and effective corporate governance

systems in place

* Work with the Committee to review regularly LPC structures and ways of

working to work as cost effectively as possible

* Provide information and support to the contractors in the LPC area on

matters such as NHS regulations, health policy, provision of local services

and local negotiations.

* Promote training to develop the skills of the LPC in order that their duties can

be carried out as efficiently and effectively as possible

* Provide support for contractors through briefings and other resources
* Work with neighbouring LPCs to pool resources and share costs where

possible

* Engage in dialogue and support negotiations at all levels with the NHS

Midlands Regional Team, Derby City and Derbyshire County Local Authorities, Derby and Derbyshire Clinical Commissioning Group, United Hospitals of Derby and Burton, Chesterfield Royal Hospital, Derbyshire Healthcare Foundation Trust, Derbyshire Community Health Services, DHU Healthcare, the LPN and Joined Up Care Derbyshire

* Develop effective partnership working with the LMC and other primary care

stakeholders

* Promote community pharmacy to raise the profile of contractors and the

services that are, and can be, provided

* Keep up to date on professional developments and opportunities for

promoting and developing community pharmacy services in the LPC area

* Prepare proposals for the Committee’s consideration for negotiations on

enhanced and other locally commissioned services.

* Work closely with commissioning bodies on the planning of local pharmacy

services including market entry applications and PNA development

* Act as a representative of the LPC at meetings and other events as required

by the LPC

* Any other task requested by the LPC Chair or Executive
* Maintain contact with relevant local and national politicians including

councillors and seek to influence decisions where appropriate.

**PERSON SPECIFICATION**



**Core responsibilities in addition to role profile of all members of staff are:**

* It is the responsibility of each member of staff to maintain the security and confidentiality of information, ensuring that such information is handled with discretion
* Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and to ensure their own safety and the safety of colleagues
* Personal Development Reviews will be held
* Staff should be aware of their individual responsibilities under the Equal Opportunities Policy and ensure that they adhere to the provisions of the policy
* All staff must follow their professional Code of Conduct where relevant, e.g. GPhC