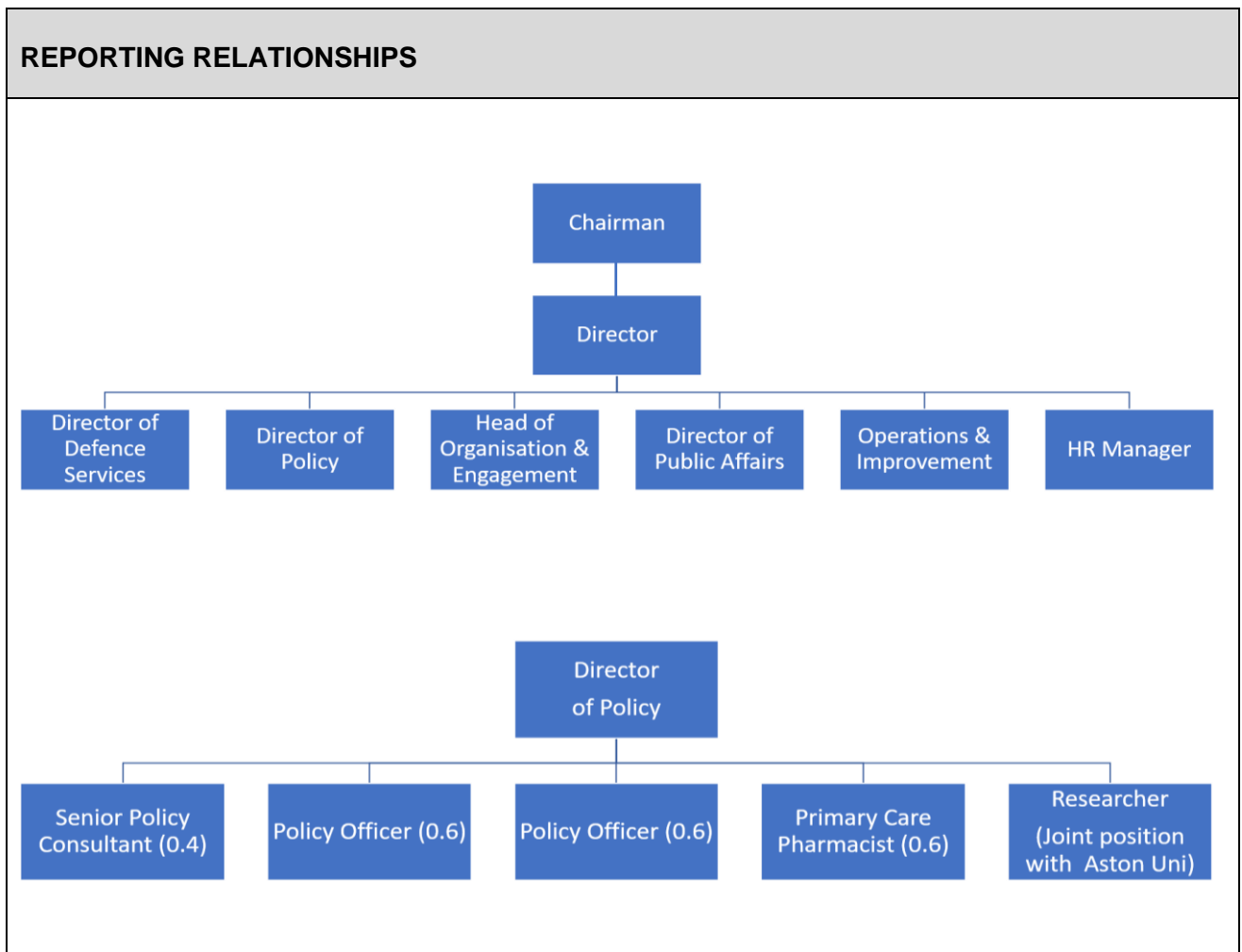


Job Description – Director of Policy

OVERVIEW	
Company	The Pharmacists' Defence Association
Location of Job	Flexible (Head Office in Birmingham and involves national/international travel)
Department	Policy
Job Title	Director of Policy

ISSUE & REVISION	
Original Issue Date	18 April 2020
Revision/Reissue Date	



JOB DETAILS	
Employment Status	Permanent
Reporting To	PDA Director
Responsible For	Staff in the Policy Department (5 currently) Ad Hoc External consultants
Overall Purpose/Scope of Position	<p>To lead and manage the Policy / Strategy function for PDA.</p> <p>Ensure that the PDA develops appropriate policy positions and be directly involved in ensuring that these are influential in helping to shape the sector.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Be part of the overall strategic senior management team • Be one of the principle spokespersons for the PDA, representing the organisation at events, in the media and at meetings with other stakeholders as appropriate. • Lead and manage the Policy department team, helping them achieve or exceed their objectives and grow individually and as a team. • Work with colleagues from other departments to ensure PDA policy reflects the interests of individual pharmacists' as employees/workers. • Ensure that the PDA is up to date with wider healthcare policy and relevant research. • Allocate, monitor, manage or contribute to research projects developing pharmacy best practice • Lead campaigns to affect change in pharmacy policy, regulation and practice. • Build and maintain productive, supportive relationships with peers in other pharmacy organisations, trade unions representing other health professionals, PDA equivalent associations overseas and others. • Build and maintain positive working relationships and channels of communications with appropriate colleagues within the health system, government and other key stakeholders <p>Ensure that the Policy team;</p> <ul style="list-style-type: none"> • Drafts and publishes articles on the PDA website, INSIGHT magazine and through other communications channels. • Provides interviews and articles to media outlets. • Produces guidance, reports and other written materials, videos, podcasts and other resources to assist pharmacists with best practice. • Works with Defence Services colleagues to provide: <ol style="list-style-type: none"> 1. Policy input to advice provided to individual or groups of PDA members in casework. 2. Specific advice provided directly to members in the more specialised areas of practice represented in the policy team of pharmacists. • Monitors & responds to appropriate or relevant consultations from government, NHS, regulators and others to influence policy in line with PDA position.

	<ul style="list-style-type: none"> Supports the activity of PDA networks across the UK, such as NAWP and other diversity networks, Retired members, Student network to enable them to develop policy in their areas of interest. <p><i>The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.</i></p>
Hours/Working Pattern	<ul style="list-style-type: none"> 37.5 hours per week standard The PDA is a UK-wide organisation and occasion travel will be required which may require overnight stays, including some international travel.
Compensation & Benefits	<ul style="list-style-type: none"> Starting holiday entitlement of 25 days plus Bank Holidays Nest pension scheme PDA Plus benefits package BHSF health insurance plan (once passed probation) 50% contribution towards car parking permit in Birmingham Jewellery Quarter

JOB REQUIREMENTS & COMPETENCIES	
Qualifications/ Educational Requirements	<ul style="list-style-type: none"> Experienced Pharmacist (Desirable) Senior Management Skills
Job Skills & Experience	<ul style="list-style-type: none"> An understanding of the roles of the various pharmacy organisations and knowledge of the stakeholders involved. Appreciation of all parts of the UK pharmacy sector and the roles pharmacists perform. Understanding of the NHS and wider health system governance from local decision making to government policy setting processes and knowledge of the stakeholders involved. Understanding of pharmacy regulation and practice across the UK and the decision-making processes that shape it as well as many of the stakeholders involved. Minimum 2 years' experience of senior management, including effective management of pharmacists. Public speaking Interviewing skills Report writing Presentation skills Relationship management
Personal Competencies	<ul style="list-style-type: none"> Committed to the interests of individual pharmacists and prepared to challenge any interest or organisation in order to pursue those interests Able to secure the confidence of internal and external audiences and policy makers. Able to communicate complex issues in ways that they can be understood by the appropriate audience Able to create and lead campaigns to achieve desired outcomes Attention to detail and accuracy. Ability to work independently and flexibly, as well as part of a team. Capacity to prioritise work across multiple projects. Ability to work well under pressure and meet deadlines.

APPROVALS	
Document Prepared By	Name: Kate Rowbottom Job Title: HR Manager Date: 8 October 2019
Document Approved By	Name: Paul Day Job Title: PDA Director Date: 18 April 2020

Employee Name

Employee Signature

Date