

## **SUNDERLAND LOCAL PHARMACEUTICAL COMMITTEE**

### **Strategic development officer**

#### **Job description**

#### **Job summary**

The local pharmaceutical committee (LPC) is the official representative body recognised by the NHS to represent the interests of the 65 community pharmacy contractors in Sunderland. The NHS in general and pharmacy in particular are changing rapidly. The strategic development officer will be accountable to the LPC chair for oversight of the LPC's planning and support for service development. In particular, he or she will engage with Sunderland NHS Clinical Commissioning Group, the City Council and NHS England planning and commissioning processes; negotiate where appropriate on behalf of pharmacy contractors in line with the LPC's objectives and mandate; provide intelligence for the committee on local NHS plans and commissioning intentions; and collaborate as appropriate with LPCs and other health organisations in the North East.

#### **Key responsibilities**

1. To support LPC chair, secretary, officers and members in implementing the committee's strategy and in developing forward strategy, contributing to effective working of the committee and communications about its work.
2. To engage with Sunderland CCG, City council, NHS England, other health organisations, and bodies such as housing associations, care homes and the voluntary sector to identify needs for pharmaceutical services, and to provide intelligence for the committee on local commissioning intentions.
3. To develop plans for pharmaceutical and related services in Sunderland in line with the LPC's strategy, local health priorities and commissioning intentions, and national health policy.
4. To collaborate as appropriate with LPCs and health organisations in the North East to promote joint commissioning arrangements.
5. To negotiate where appropriate on behalf of pharmacy contractors and to monitor levels of remuneration for locally commissioned services.
6. To support the LPC in making best use of the skills and knowledge of members and officers, and to contribute to their learning and development.

7. To support effective management of the LPC's financial resources.
8. To liaise as appropriate with the PSNC including responding to requests for information.
9. To report regularly to the committee on his/her work as development manager.
10. To undertake additional tasks, consistent with the role of the LPC, as may be agreed from time to time with the LPC chair.

### **Remuneration and terms of service**

The LPC is looking for a full-time or substantial part-time commitment (not less than 30 hours per week). Remuneration will be in the region of £40,000 per annum or pro rata.

The appointment will be for a period of two years in the first instance.

The post-holder will be responsible for provision of an office/work base. He or she must be prepared to work and attend meetings across the North East and Cumbria and occasionally nationally. Travel and subsistence costs and other reasonable and relevant expenses will be reimbursed at the LPC's agreed rates as appropriate. Rail fares will be reimbursed at standard class and car mileage at £0.45 per mile. Other expenses will be reimbursed in accordance with the LPC's current policy.

The post-holder must be able to be flexible in their working hours, including when necessary attending evening meetings.

### **Person specification**

Excellent communications skills (verbal and written)

Excellent administrative and organisational skills

Ability to work on own initiative within LPC remit

Good working knowledge of local health care structures and processes, preferably with experience of working in an NHS commissioning or primary care organisation

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