



Human Resources

Strategic Development Manager

Job description

Key information

Job Purpose

To support the implementation of the UKCPA Strategic Plan to deliver a comprehensive annual education programme and supportive community which meets the needs of the pharmacy workforce throughout their careers.

Reporting to

Chief Executive Officer

Key relationships

Director of Operations
Education Lead (Board of Directors)
Specialist Committee education leads

Staff reporting

TBC

Location

Remote/from home

This is a 12-month fixed term position in the first instance, for 15 hours per week during usual office hours (subject to negotiation and review), working remotely. Occasional travel to, and attendance at, face-to-face events across the UK is likely.

In return, you will receive exceptional terms and conditions, free attendance to key events and unparalleled networking with national pharmacy experts.

A secondment arrangement will be considered.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the postholder will function. It should not be regarded as a legal document or a set of conditions of service. This job description can be reviewed at any time in light of the needs of UKCPA. Any amendments will be discussed with the postholder by the appropriate line manager and will be confirmed in writing.

This is an exciting opportunity for a proactive and organised individual to join our small and friendly team. This newly created role will enable us to deliver a comprehensive annual education programme and supportive community which meets the needs of the pharmacy workforce, supporting pharmacy professionals throughout their careers.

ABOUT US

The [UK Clinical Pharmacy Association \(UKCPA\)](#) is a membership association which unites the clinical pharmacy community, with members from a broad range of specialties, professions and sectors. Through post-registration education and training, support and development opportunities, we enable the delivery of outstanding pharmaceutical care, ensuring that patients receive the best possible outcome from their medicines.

Our members share their expertise, resources and best practice. Our community is supportive, stimulating and inspiring, offering opportunities to explore, learn and flourish.

Membership of UKCPA provides practitioners with free access to both live and pre-recorded online education, discounted rates for online courses, and face-to-face training and conferences. All our education is developed and delivered by expert practitioners, ensuring up-to-date, relevant and best practice guidance.

Members can immediately connect to thousands of supportive practitioners through any of our communities. Our communities are focussed on specific areas of practice and provide expertise, support and resources through online forums, document sharing, and networking at face-to-face events. There are opportunities for collaborations on a shared goal as well as getting involved with projects, committees and other activities.

UKCPA members have the opportunity to be involved in influential national initiatives including curriculum development, professional recognition of advanced practice, and contributing to national and international best practice and guideline development.

As a not-for-profit organisation we don't have shareholders, so we are able to invest all our surplus back into the association in order to provide better services and benefits for our members, and to support initiatives which improve patient care.

KEY FUNCTIONS

1. To work with a small office team and a large volunteer workforce to support the implementation of the UKCPA Strategic Plan.
2. To support and coordinate our specialist committees to develop education, coordinate and contribute to educational collaborations, and monitor the pharmacy and healthcare landscape to develop new and timely educational content, all with the ultimate aim of ensuring regular, relevant and high quality professional development to the pharmacy workforce.
3. To contribute to the nurturing of our communities to facilitate ongoing professional development, opportunities and support networks.
4. To represent UKCPA at all times in a professional manner.

This list is by no means exhaustive and may change to meet the needs of UKCPA business or as deemed by the Chief Executive Officer, Chair and/or Board of Directors.

RESPONSIBILITIES

The Strategic Development Manager will be responsible for supporting the implementation of the Strategic Plan which covers the two core pillars of UKCPA: Education and Community.

Our aim is to ensure a regular annual programme of education across all of our specialist areas, from foundation to advanced and consultant-level practice, and across the pharmacy workforce. Surrounding our education programme are our ongoing communities which provide underpinning support to our members.

Our education programme dovetails with the support provided within these communities, so the post holder will ensure connectedness between these two core pillars of UKCPA.

Specific responsibilities include:

Develops a comprehensive annual education programme

- To work with the UKCPA specialist committees to develop the education programme.
- To include content from all the UKCPA specialist areas, as well as covering all levels of practice, and is relevant across the pharmacy workforce (e.g. pharmacists, pharmacy technicians).
- To work with external organisations to develop collaborative education.
- To gather intelligence (e.g. from frontline practitioners, academia, Chief Pharmacists, NHS, government) and monitor the pharmacy and wider healthcare landscape for opportunities to develop new and timely educational content.
- To support the delivery of virtual and face-to-face education, when required.
- To monitor the impact and effectiveness of our education programme and provide reports to the Board of Directors

Contributes to the ongoing support of our members through the UKCPA communities

- To ensure connectedness between our education programme and the ongoing support available through our communities
- To facilitate regular forum discussions and availability of resources.
- To support the leadership activities of the UKCPA communities and associated professional development opportunities for members (for example, supporting the development of guidelines and standards).

Promotes the activities of the UKCPA

- Promotes UKCPA at third party conferences and exhibitions when required
- Contributes to the development and marketing of UKCPA education, membership and awards, and provision of news items to members and industry, including relevant publicity material and use of social media
- Ensures accuracy and relevancy of information on the UKCPA online platforms.

Represents UKCPA at all times in a professional manner

- Promotes UKCPA effectively to the UK Government & partner organisations.
- Proactively generates opportunities to represent UKCPA at a national level.
- Displays appropriate & professional behaviours at all times.

Health and safety

- All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our members and customers. This includes complying at all times with Health and Safety requirements and reporting incidents to the Director of Operations. The Director of Operations should manage this appropriately and report to the CEO actions taken.

Equality and diversity

- The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of members. No member of the Association, staff or visitor should receive less favourable treatment because of any protected characteristic (ie age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation).

Training and personal development

- The jobholder must take responsibility in agreement with the CEO/Chair for his/her own personal development. The jobholder will undertake all mandatory training required for the role.

Respect for members confidentiality and data protection

- The job holder must respect members' confidentiality at all times and not divulge information unless sanctioned by the requirements of the role.
- The jobholder must ensure that all aspects of GDPR is complied with in relation to management of members and staff data.

SPECIAL WORKING CONDITIONS

Physical effort

The post requires a combination of sitting, standing, and walking with occasional requirement for physical effort.

Mental effort

The post requires frequent amounts of concentration for meetings and preparing and documents.

Emotional effort

Occasionally has to deal with complaints from members. Exceptionally busy periods, prior to and during conferences in particular, can be demanding both physically and emotionally.

Working conditions

The post-holder is based remotely but has to regularly attend meetings and conferences. This sometimes involves overnight stays and travelling long distances. Exposure to unpleasant working conditions will be rare.

PERSON SPECIFICATION

The UKCPA Strategic Development Manager is a person with:

QUALIFICATIONS	
Essential	Desirable
Registered pharmacist with the GPhC or PSNI	Education qualification or credential
EXPERIENCE	
Essential	Desirable
Recent and relevant clinical experience	
Experience of training pharmacy staff	Experience of developing education programmes for pharmacy staff
	Demonstrable experience running a programme of education.
Experience of working with and influencing clinicians and other stakeholders by engaging them in strategic aims	
Demonstrable success in delivering medium- to long-term plans	
Experience of proactively and independently identifying challenges and creating solutions	
SKILLS	
Essential	Desirable
A thorough and up-to-date understanding of the education and professional development needs of the pharmacy workforce	Staff management
A proactive ability and approach to remain up-to-date with the education and professional development needs of the pharmacy workforce	Pre-registration tutor/Foundation pharmacist designated supervisor experience
Ability to establish clear work priorities, ensuring a capability to deliver	
Ability to monitor performance and effectiveness of workstreams and reporting on such	

Ability to collaborate constructively with internal and external partners to create the conditions for successful partnership working	
Ability to think and plan strategically, tactically and creatively, and to prioritise work programs in the face of competing demands	
Ability to analyse highly complex problems and to develop and successfully implement practical and workable solutions to address them	
Excellent communication and people skills.	
ATTITUDE AND DISPOSITION	
Essential	Desirable
To be a highly organised, forward planning and independent thinker	
To have a proactive and collaborative approach	
Ability to be assertive whilst maintaining good working relations. High degree of diplomacy.	
Flexible approach with a willingness to adapt working patterns to the needs of a project	
Ability to work independently and as part of a team	
Ability to motivate those working with or under them	
Willingness to learn new skills	
Willingness to travel as required	
Enthusiasm	
Calm & professional disposition	
Reliability, honesty and integrity	
Strict adherence with the requirement to keep members' details confidential	

OUTLINE TERMS & CONDITIONS

Salary

Equivalent of NHS Band 8a (£50,952 per annum as of March 2024), pro rata.

Hours of Work

The post is 0.4 wte (15 hours per week), with flexible working during usual office hours. In the first instance the role will be a 12-month fixed term. This is subject to negotiation and review.

A secondment arrangement will be considered.

Remote working is essential.

Annual Leave

As per NHS Agenda for Change allowance (35 days per year, including statutory holidays), pro rata for part-time hours.

Pension scheme

Employer contribution at 4 percent.

Probationary Period

The appointment is subject to a three month probationary period, and a performance related review after six months.

Notice Period

The notice period required by the UKCPA, should the post holder wish to leave the role, is 12 weeks.