

Job Title:	Chief (Executive) Officer
Accountable to:	LPC Chair
Responsible to:	LPC Committee
Responsible for:	Add staff managed by the Chief Officer
Location:	XXX
Working hours:	Part time /Full time xxx
	Although flexibility is desired to meet the needs of the role

Job Purpose:

To guide and support the LPC in the conduct of its business to deliver the best possible outcomes, as defined by the LPC strategy, for the benefit of community pharmacy contractors.

Key Responsibilities:**1. Strategic direction**

- To work with the committee to set the strategic direction of community pharmacy in the LPC area.
- To engage with NHS leaders, commissioners and the public at both local and national level to deliver the defined strategic agenda.
- To deliver the strategy through the agreed annual programme working to timescales and deadlines as required.
- To ensure long term sustainability, through effective governance, sound finance and delivery of services.
- To work with the LPC to generate and manage an annual budget and ensure preparation and publication of annual audited accounts and annual report.
- To scan for opportunities and advise on proposals for the committee's consideration on locally commissioned services.

2. Strategic leadership

- To support the LPC in a time of change to enable contractors to deliver new agendas.
- To facilitate training and development across the LPC area to meet the changing needs of contractors, working with all appropriate stakeholders and agencies.
- To establish and promote a corporate identity for the LPC.
- To ensure the LPC is represented at all appropriate external meetings, events and opportunities.
- Provide appropriate support to enable the LPC to deliver their strategy effectively including clearly defined communications and engagement and service development plans.

3. Governance and relationship with the committee

- To ensure that the committee has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with the LPC Constitution, governance rules and the law.
- To liaise with the Chair, Vice Chair and committee as appropriate.
- In consultation with the Chair draw the Committee's attention to matters that need a decision.
- To enable the committee to have rigorous and effective corporate governance systems in place.
- To support the committee in acquiring the necessary skills and knowledge to make informed decisions.

4. Supporting community pharmacy contractors

- To provide information and support to community pharmacy contractors in the LPC area on matters such as NHS regulations, the Community Pharmacy Contractual Framework, provision of local services and local negotiations.
- To maintain communications between the committee and contractors by way of the website, newsletters, meetings and other appropriate methods.

5. Statutory Obligations

- To ensure that all HR obligations are fulfilled appropriately within the LPC office by effectively line managing any staff.
- To ensure that Health and Safety and other statutory obligations relating to employment and business are in order.
- To ensure all administration related to the LPC is carried out in a timely and efficient manner, including the preparation and distribution of agendas, keeping accurate minutes, maintaining records of committee meetings and business and dealing with all correspondence.
- To maintain records of all pharmacy contractors represented by the LPC in accordance with data protection requirements.
- To attend to any other statutory obligations of the committee.

6. Other

- To respond to PSNC requests for information and action and updating PSNC on local developments.
- To undertake other duties commensurate with the post as required or directed by the committee.

Person Specification**Impact and influence**

To influence others about the value of community pharmacy, with a professional, constructive and tactful attitude to obtain support for community pharmacy as a valued part of the integrated health and social care team.

Relationship building

Building and maintaining good relationships and networks with stakeholders and community pharmacy contractors to achieve the committee's objectives. Excellent team working skills.

Personable and approachable, being the public face of the XXX LPC.

Familiarity with the health and social care landscape

Understand the current and evolving health and social care structure and landscape with the ability to create opportunities for community pharmacy.

Knowledge of community pharmacy

Experience of working in or knowledge of community pharmacy is desired but not essential. The post is open to non-pharmacists.

Communication and presentation skills

Excellent written and oral communication skills are essential as you will be required to brief community pharmacy contractors and stakeholders in a range of meetings and through a variety of communication channels.

Excellent IT skills including proficient knowledge of Microsoft office applications.

Other

- Experience of managing support staff
- Knowledge and experience of working at Board level
- Driver with use of a car