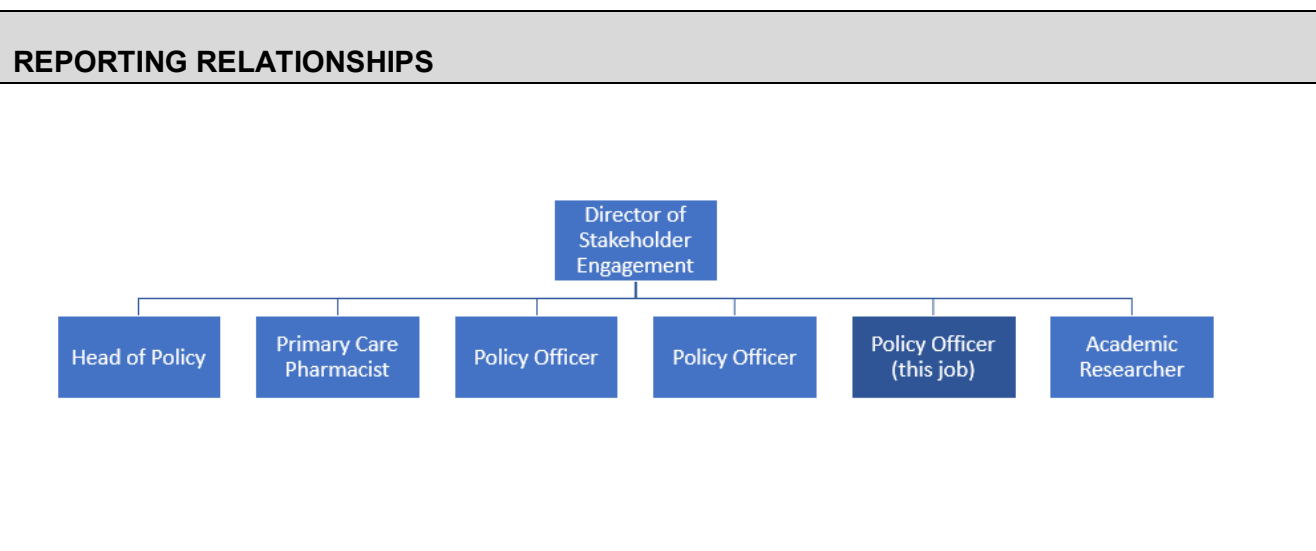


Job Description – Policy Officer

OVERVIEW	
Company	The Pharmacists' Defence Association
Location of Job	The Old Fire Station, 69 Albion Street, Jewellery Quarter, B1 3EA/Flexible
Department	Policy
Job Title	Policy Officer

ISSUE & REVISION	
Original Issue Date	
Revision/Reissue Date	



JOB DETAILS	
Employment Status	Permanent
Reporting To	Director of Stakeholder Engagement
Responsible For	N/A
Overall Purpose/Scope of Position	To provide advice, analysis and guidance to underpin a range of PDA activities, strategies and publications in the area of campaigning and policy work across all four UK nations.
Key Accountabilities	<ul style="list-style-type: none"> • Work as part of the policy team to provide expert advice and guidance to a variety of audiences, including PDA members, internal colleagues and external stakeholders in relation to hospital pharmacy, and other areas of pharmacy practice. • To support case management relating to individual member's professional

	<p>practice.</p> <ul style="list-style-type: none"> • Work as part of a wider policy and communications team to successfully formulate, deliver and communicate policy initiatives and maintain relationships with key stakeholders on policy matters. • Monitor, analyse and evaluate national policy, legislative and other developments relevant to pharmacy and the work of the PDA and identify any implications for members and the organisation. • Keep up to date with the experience of PDA members practicing as pharmacists across the UK. • Work in collaboration with defence and trade union colleagues to respond to member's inquiries and support/undertake case work where appropriate, supporting individual PDA members to resolve policy related disputes at their work. • Discuss policy matters directly with PDA members and provide written and verbal advice. • Undertake and/or study available research and provide background briefings and information for senior managers and external organisations as appropriate. • To produce briefings, reports, papers, material for PDA website and intranet and other documents as required. • Ensure that the perspective of all branches of pharmacy practice are incorporated into policy development, through liaison with appropriate experts. • Assist with coordination and production of PDA responses to relevant consultations; develop consultation documents on policy options, risks and benefits for engagement with members, using digital and other channels of communication and maintain and update the PDA consultation database. • Develop briefings, guidance and other practical support materials for members needing to implement policy into their practice and/or influence policy development in their locality. • Represent the PDA at external meetings, conferences and other events, as required. This may include delivery of presentations. • Undertake occasional specific ad hoc projects when required to do so by the organisation.
<p>Hours/Working Pattern</p>	<ul style="list-style-type: none"> • Part-time (approx. 22.5 hours per week, negotiable). • It is expected that you will work such hours as are necessary to fulfil the requirements of your role. • Our Head Office is in Birmingham. Like many organisations we are looking at future hybrid working arrangements following the pandemic and so there is potential for remote working, however the successful candidate must be able to attend the head office as required.
<p>Compensation & Benefits</p>	<ul style="list-style-type: none"> • £35,000-£47,000 p/a FTE (depending on experience) • 25 days holiday (+8 Bank Holidays) pro-rata • Nest pension scheme • PDA Plus benefits package • BHSF health insurance plan (after successful completion of probation)

JOB REQUIREMENTS & COMPETENCIES	
Qualifications/ Educational Requirements	<ul style="list-style-type: none"> • Educated to Masters' Degree level or equivalent • Registered pharmacist with at least one year's hospital pharmacy experience. Exposure to other areas of pharmacy practice in primary care, general practice, community or other environments is highly desirable.
Job Skills & Experience	<ul style="list-style-type: none"> • Ability to demonstrate a clear understanding of the impact of issues facing the NHS upon healthcare provision and pharmacy services in the UK and abroad. • Experience of policy development and implementation based on strategic planning & translation of emerging trends. • Ability to challenge rationale for requests for policy development or analysis, prioritising against competing demands, assessing wider implications for the association. • Experience of initiating and taking forward work in relevant policy areas – keeping under review developments and anticipating areas on which pharmacists will need support.
Personal Competencies	<ul style="list-style-type: none"> • Ability to challenge and respond constructively to policy proposals produced by government, GPhC or other stakeholders, based on analysis of evidence, options considered, risk and benefits of proposals. • Excellent written and verbal communication skills demonstrated by the ability to articulate policy positions through a variety of channels. • Exceptional team-player who builds strong relations in collaborating with members, colleagues and senior managers and manages relations with diverse stakeholders. • Quick analytical thinker who understands contextual developments and refers to the (potential) implications for PDA and the membership.

APPROVALS	
Document Prepared By	Name: Alison Jones Job Title: Director of Policy and Stakeholder Engagement Date: 1 st April 2021
Document Approved By	Name: Paul Day Job Title: PDA Director Date: 1 st April 2021

Employee Name

Employee Signature

Date