Policy and Planning Manager Local & Wales

Purpose

- To deliver the CCA's strategic priority of leading the engagement and support of pharmacy contractors locally and regionally to ensure that community pharmacy can work closely with the NHS to provide world class care for patients and the public
- To provide an effective lead in all CCA policy development activities in Wales working with the CCA's Welsh Management Group, and CCA representatives at local level.

Accountabilities

- Provide a 'go to' CCA contact point for CCA local representatives and local leaders.
- Provide expertise and experience in organisational governance as well as in NHS & commercial contracting.
- To proactively support CCA local representatives with direct guidance and through the development and promotion of support and training materials.
- Identifying both areas of need and examples of best practice to enable practicable solutions to be found and to enhance the overall capability of the local representative bodies.
- Liaise with other relevant pharmacy and NHS bodies to drive the local representation agenda.
- To ensure that the CCA has up to date policy positions on all relevant Welsh issues, to enable the organisation to represent the interests of its members.
- To effectively manage the production and use of CCA policy positions and associated programmes of work for the benefit of its members in Wales.
- To represent and express the position of the CCA at various events, meetings and on external working groups or committees.
- To proactively establish and manage effective relationships with external stakeholders.
- To ensure that the CCA Executive and Board are aware of and up to date on all relevant matters in Wales.
- To facilitate the efficient running of the Local and Welsh CCA working groups.

Dimensions

- Permanent Position
- 37.5hrs per week
- Reports to Chief Executive
- Significant contact with key stakeholders across the pharmacy sector, in national government, local government and the NHS in Wales and across the local pharmacy representation landscape in England
- Salary circa £55-£60k pa

Skills and Experience

- GPhC pharmacist registration (Essential)
- Experience of policy development (Desirable)
- Knowledge and experience of NHS/commercial contracting
- Detailed understanding of the governance of local representative healthcare bodies
- Ability to understand and influence highly complex systems and situations to further a specific purpose
- Ability to produce written work to a very high standard (for publication)
- Excellent numerical and data analysis skills
- Ability to manage multiple programmes of work and associated deadlines
- Insight into the role of a trade association / membership body (desirable)

Key Competencies

- Leadership
- Influencing
- Collaboration
- Team player
- Analytical thinking
- Concern for order and quality
- Adaptability
- Moral Courage