

## Policy & Programmes Manager

### Purpose

- Provide an effective lead in CCA policy development activities.
- Provide expert policy advice and guidance to the CCA Board and associated working groups with emphasis on pharmacy regulation, standards, and operations.
- Support the advocacy of the CCA to all stakeholders across England, Scotland, and Wales and to promote the organisation's vision, mission, and values.
- Develop CCA policy positions for agreement and promote our views and opinions in representational and influencing activities at all levels.
- Ensuring the effective representation of the CCA and its members into multi-stakeholder groups across the healthcare sector.

### Accountabilities

- To ensure that the CCA has up to date policy positions on all relevant 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.
- To represent and express the position of the CCA at various events, meetings and on external working groups or committees.
- To work alongside the Chairs of CCA working groups, ensuring that plans and activities deliver to the overall company business plan.
- To provide support for CCA working groups, both in terms of providing the Secretariat support and project delivery functions.
- To proactively establish and manage effective relationships with external stakeholders.
- To understand and explain the current healthcare systems, structures, policies and processes across Britain.
- To deputise, on occasion, for the Head of Policy.

### Dimensions

- Reports to the Head of Policy.
- Significant contact with key stakeholders across the pharmacy sector, including but not limited to, government, trade negotiators, sector representatives and trade bodies, local authorities and the NHS in England, Scotland & Wales.
- Salary circa £40k

### Skills and Experience

- Experience of policy development.
- Experience of working within trade association/membership bodies
- Experience of working within a healthcare setting (desirable).
- Ability to understand and influence highly complex systems and situations to further a specific purpose.
- Ability to review and critically appraise academic literature
- 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.
- Proficient in IT usage and applications.

### Key Competencies

- Leadership
- Influencing
- Team player
- Analytical thinking
- Concern for order and quality
- Adaptable