



on behalf of East Sussex, West Sussex and Surrey
Local Pharmaceutical Committees

Recruitment Pack

Chief Executive Officer

November 2020

Community Pharmacy Surrey & Sussex
www.communitypharmacys.co.uk

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About Us

Community Pharmacy Surrey & Sussex is the unified local voice for the three local pharmaceutical committees (LPCs) in Surrey, East Sussex, and West Sussex.

We work with NHS England Area Teams, Local Authorities, CCGs, and other healthcare professionals to help plan healthcare services. We negotiate and discuss pharmacy services with commissioners and give advice to community pharmacy contractors and others wanting to know more about the 520+ local pharmacies across Sussex and Surrey.

In 2018 the three LPCs in Surrey and Sussex LPCs combined forces to set up a central administration and operations function to help support contractors more effectively and better meet the expectations of external NHS stakeholders and other local organisations.

Our constituent LPCs remain the legal entities but the new overarching team uses the trading name 'Community Pharmacy Surrey & Sussex', and all communications and business is delivered through our central office, based in Leatherhead.

Lead by the Chief Executive, Community Pharmacy Surrey & Sussex daily work is managed by an executive staff team.

In August 2020 the three LPCs in Surrey and Sussex published their first-ever joint annual review to highlight key activities and performance of the federation for the year ending 31st March 2020. [Download and read Review of the Year 2019-20 CPSS \[pdf\]](#) *Note this document is **A4 landscape**, so you may need to use the + and – icons on your pdf reader to adjust what you see on your screen.*

For further information about us visit www.communitypharmacyss.co.uk

Notes to Applicants

Job Title	Chief Executive Officer
Location	Working across Surrey & Sussex
Type	Permanent, full time
Salary	Competitive

Community Pharmacy Surrey & Sussex is currently looking to recruit a Chief Executive Officer (CEO) to lead the organisation into an exciting and critical new phase and to help it mature and achieve its mission over the years to come. The role is FTE and is field-based with flexibility for the right candidate.

To lead this strategic development, we are looking for a natural collaborator who is able to quickly establish credible and professional relationships with stakeholders and opinion formers at all levels, including NHS and local government. The CEO will be expected to shape the direction of Community Pharmacy Surrey & Sussex' strategic plan and continue to focus on getting the voice of the community pharmacy sector heard in Surrey and Sussex. In addition, they would be able to demonstrate profound resonance with the community pharmacy sector and understand the support that pharmacy needs locally.

The CEO should be an energetic senior executive with strong leadership experience and a demonstrable track record in policy engagement, public affairs and executive leadership - they'll also need to love and enjoy working across Surrey & Sussex.

We're offering a competitive salary and a range of benefits, including generous holiday entitlement, employer contributory pension, flexible working and an employee assistance programme.

We welcome and encourage job applications from people of all backgrounds.

How to Apply

- Apply by sending your CV and a short covering letter of no more than 500 words.
- Shortlisted candidates will be invited for interview, scheduled to take place week commencing Monday 7th December 2020.
- Applications should be returned by 5pm on Monday 23rd November 2020 to:

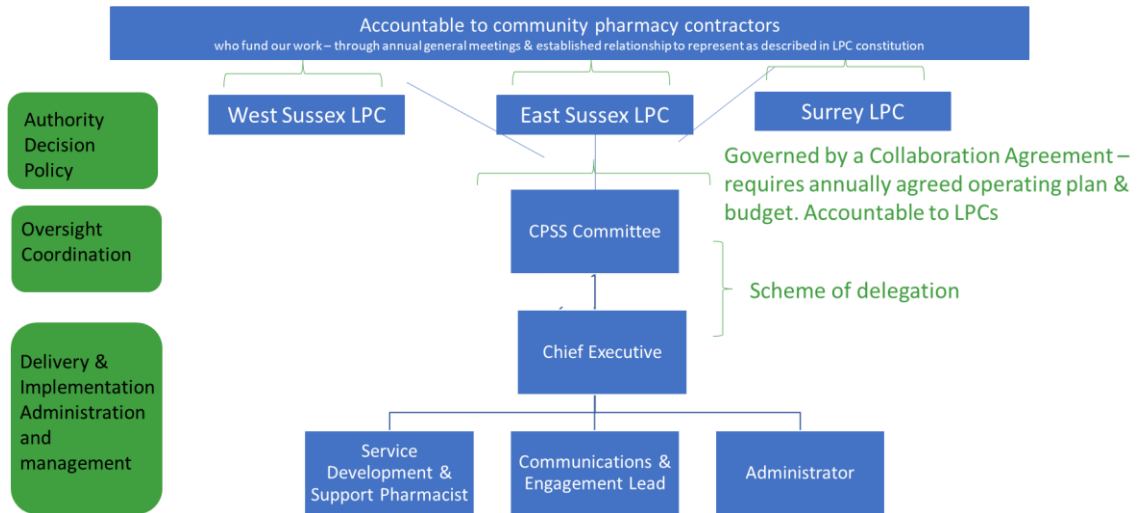
Michaela Cassar
Business Administrator
Community Pharmacy Surrey & Sussex
Email michaelacassar@communitypharmacys.co.uk

- For an informal confidential discussion, please contact the current postholder James Wood on 01372 417726 or by email to jameswood@communitypharmacys.co.uk who can also organise conversations with the LPC Chairs.

Further information on Process

- We respect your privacy and are committed to protecting your personal data. If you require information about how we process your personal data in relation to job applicants, please contact us by emailing lpc@communitypharmacys.co.uk
- Subject to satisfactory completion of pre-employment checks, the person recommended for appointment will be appointed in December and commence their role, ideally, in early 2020.
- Due to the high volume of applications anticipated, we will be unable to provide individual feedback on why applications have been unsuccessful at shortlist stage. Following interview stage, feedback can be provided, by request, once the recruitment process is complete.

Structure



Job Description

Role Overview & Purpose

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

Job Title:	Chief (Executive) Officer
Accountable to:	LPC Chairs
Responsible to:	LPC Committees
Responsible for:	Community Pharmacy Surrey & Sussex Team
Location:	Working across Surrey & Sussex
Working hours:	Full time

Key Responsibilities:

1. Strategic direction

- To work with the committee to set the local 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 operating 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 LPCs and the CPSS Executive Committee to generate and manage an annual budget and ensure preparation and publication of annual accounts and annual report.
- To scan for opportunities and advise on proposals for the committee's consideration on locally commissioned services.
- To work with the Committees to implement sector agreed recommendations post the Independent Review of Pharmacy Representation and Support.

2. Strategic leadership

- To support the LPCs in a time of change to enable contractors to deliver new agendas.
- To facilitate local briefings, training, and development across the Surrey & Sussex area to meet the changing needs of contractors, working with all appropriate stakeholders and agencies.
- To maintain and promote a corporate identity for the LPCs.
- To ensure the LPCs are represented at all appropriate external meetings, events, and opportunities.

- Provide appropriate support to enable the LPCs to deliver their joint 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 Chairs, Vice Chairs, and committee members as appropriate.
- In consultation with the Chairs draw the Committee's attention to matters that need a decision.
- To enable the committees to have rigorous and effective corporate governance systems in place.
- To support the committees 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, social media, meetings and other appropriate channels and methods.

5. **Statutory Obligations**

- To ensure that all HR obligations are fulfilled appropriately within the LPC office by effectively line managing the Community Pharmacy Surrey & Sussex team.
- 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 overseeing the preparation and distribution of agendas, keeping accurate minutes, maintaining records of committee meetings, actions 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.

Key Contacts:

Community Pharmacy Surrey & Sussex Team, Community Pharmacy Contractors and their teams, Committee Members and Officers, Range of stakeholders and partners.

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 Community Pharmacy Surrey & Sussex on behalf of East Sussex, West Sussex, and Surrey LPCs.

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 and digital skills including proficient knowledge of Microsoft applications.

Other

Must be prepared to travel across Surrey & Sussex (driver with use of a car preferable) and to work varying hours including occasional evenings and some weekends if required.

This list is a summary of the main accountabilities of the role and is not exhaustive and the post holder may be required to undertake other duties from time to time, such as supporting other members of the team with their roles, providing pre-arranged cover of tasks where necessary.

Ability to be flexible, focused and driven and work on own initiative but also within a small but dedicated team.

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

Community Pharmacy Surrey & Sussex

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Email: lpc@communitypharmacyss.co.uk

Twitter: [@CPSS_LPCs](https://twitter.com/CPSS_LPCs)