

JOB DESCRIPTION

Temporary (Maternity Cover) **Head of Investigation, Education and Registration (Head IER)**

The Head IER will lead all registration, education and investigation processes on behalf of the CEO and Interim Registrar (CEOR), ensuring statutory compliance. Functions will also include managing the presentation of Fitness to Practise (FtP) cases and managing Continuing Professional Development (CPD) processes.

The successful candidate will:

1. Leadership

- contribute to the effective management of the organisation through the Senior Management Team (SMT);
- lead and develop the professional staff including registration, education and relevant fitness to practise staff;
- contribute to the financial management and reporting of the organisation; and
- provide appropriate leadership management and support to all employees to effectively deliver outcomes.

2. Planning, Performance and Strategic Responsibilities

- work within the SMT to establish and deliver the key strategic objectives as approved by Council, in particular, those allocated to the position;
- develop, monitor and deliver business and operational plans, within strategic objectives and as identified in annual appraisals, in line with Council endorsed policies; and
- ensure the regular review of organisational policies and procedures within areas of responsibility and ensure reporting on review of relevant policies and procedures to SMT.

3. People Management

- provide leadership and support to employees within agreed areas of responsibility;
- ensure effective and efficient management of relevant employees;
- contribute to strong teamworking with good communications throughout the organisation; and
- ensure that, working with the CEOR, effective staffing structures are in place within agreed areas of responsibility.

4. Legislative Reform

- contribute to the Council's agenda on legislative reform;
- lead in the transposition of the UK exit programme (Brexit) to pharmacy-specific legislation; and
- lead on the statutory registration of pharmacy support staff (pharmacy technicians).

5. Pharmacy Standards

- contribute to the development of Professional Standards; and
- contribute to the periodic review and enhancement of Standards.

6. Fitness to Practise

- lead the investigation and presentation of FtP cases with the CEOR;
- lead liaison with other regulatory bodies regarding FtP activities;
- contribute to the cost effectiveness of FtP processes including timeliness; and
- lead the development of FtP processes for pharmacy technicians (when statutory registration occurs).

7. Pharmacy Education

- lead the development of the pre-registration training programme (Foundation Training Year) including the common registration assessment;
- lead the maintenance and development of CPD;
- further develop CPD to meet the requirement for Continuing Fitness to Practise (CFTP); and
- manage and assure the accreditation processes of those organisations wishing to teach and teaching a Master of Pharmacy degree (MPharm), running the Foundation Training Year and those institutions providing qualifications for annotations.

8. Registration

- contribute to the maintenance and oversight of the Register of pharmacists and pharmacy premises on behalf of the CEOR;
- ensure only those eligible to join the Register are permitted to do so on behalf of the CEOR;
- recommend amendment of the Register in accordance with statutory provisions; and
- ensure compliance with Data Protection requirements in relation to registration issues, including CPD and FtP.

9. Administration and IT

- contribute to the development and maintenance of the:
 - organisational functions; and
 - best use of Information Technology.

10. Other

- undertake any other duties commensurate with the nature and responsibility of this position.