

## Chief Executive Officer

Location: Based at Society House, University Street, Belfast with potential for national and international travel

Responsible to: Council of the PSNI via the Council President

Salary: £85,000 per annum

Benefits: 30 days annual leave plus statutory public holidays  
Life Assurance  
Private Medical Insurance (individual)  
Contributory Pension

## Job Purpose

The Chief Executive will be responsible for the effective leadership of the Pharmaceutical Society of Northern Ireland (PSNI) and accountable for the promotion and regulation of excellent professional standards within the pharmacy profession. The role involves ensuring public confidence in the pharmaceutical sector and supporting the development of pharmacists as key professionals in healthcare.

The Chief Executive acts as the accountable officer, providing formal assurance on the organisation's financial controls, adherence to legislation, best practices and good governance.

## Main Duties and Responsibilities

### Leadership

- Effectively regulate the Pharmacy Sector in accordance with statute and Council performance levels.
- Promote and maintain the interests of pharmacists individually and as a profession.
- Provide strategic leadership and professional guidance, ensuring efficient and effective delivery of services across all areas of responsibility of the Society, including the Pharmacy Forum.
- Advise the Council and its Committees on strategy, policy and business direction.
- Report to the Council with timely and accurate performance information.
- Foster excellent relations with Council and Sub-Committees.
- Promote a culture of cooperation, openness and transparency.
- Inspire and develop staff to achieve strategic objectives.
- Ensure a cohesive approach within the Society and its Committees.

- Equip the Society to respond to emerging opportunities and challenges.
- Represent the Society publicly and manage media relations to secure public confidence.

### Governance and Risk Management

- Ensure compliance with regulatory functions and all statutory and legislative requirements.
- Oversee the statutory functions of Registrar, including deputising in the absence of the Registrar and any other duties.
- Maintain a governance framework suitable for regulatory and membership services.
- Support Council and Committees' decision making with high quality management information.
- Establish a culture of accountability and effective risk management.

### Strategic Planning

- Develop and maintain a strategic business planning process with Council.
- Enhance organisational performance through change and continuous improvement.
- Ensure the Society operates agilely to meet member needs and statutory responsibilities.
- Develop plans specifying outcomes, resource allocation, and performance standards.

### Member Services

- Align policy initiative with member needs and Society's strategic position.
- Develop engagement and research programmes to support excellent pharmacy services.
- Engage proactively with stakeholders at local, national and international levels.
- Ensure high member confidence in service appropriateness and effectiveness.

### Strategic Communications

- Represent the Society with key stakeholders and external bodies.
- Promote the Society's profile and public awareness through media engagement.
- Maintain effective communications and relationships with external partners.

### Resource Management and Financial Accountability

- Ensure systems of control and adherence to legislation and best practices.
- Promote value for money, financial probity and accountability.
- Lead high-performing teams to achieve the strategic plan.

## The Person

### Essential:

1. Degree or equivalent qualification
2. At least 3 years' experience at a senior management level within a regulatory environment, membership services organisation, or an organisation with complex governance.
3. Experience representing an organisation with various stakeholders and influencing at regional and national levels.
4. Proven management of financial resources. Demonstrating commercial acumen and value for money delivery.
5. Successful track record in delivering business change and performance improvement.
6. Excellent influencing and negotiation skills with the ability to present complex issues clearly.
7. Understanding of regulation and capacity to lead within a regulatory environment.

### Desirable

1. Understanding of the Pharmaceutical sector in Northern Ireland and awareness of emerging challenges.
2. Postgraduate qualification in management / leadership

### Application Process:

Interested candidates can request a candidate application pack by emailing [jobs@happyraspberry.com](mailto:jobs@happyraspberry.com) . Closing date for receipt of all applications is **Friday 19<sup>th</sup> July at 12 noon**. Applications received after this deadline **will not** be accepted.

The Pharmaceutical Society of Northern Ireland is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of race, gender, disability, religious belief, sexual orientation or age.