



T 0203 1220 810
e info@psnc.org.uk
w psnc.org.uk

PSNC Regulations Officer

A) Job specification

Reports to: Director, Legal

Key responsibilities: Providing guidance and support to pharmacy contractors, Local Pharmaceutical Committees (LPCs) and others on NHS related legislative and regulatory matters, generally by written briefings and news articles, e-mail, telephone or meetings.

Managing projects and areas of work, for example, PSNC elections, the Rural Working Group, Liaison with Primary Care Support England, with any necessary support and guidance from the Director, Legal.

Writing papers considering various regulatory and other issues, for consideration by the PSNC Legislative and Regulatory Affairs (LRA) subcommittee.

Works closely with: NHS Services Team including the Community Pharmacy IT Lead; Dispensing and Supply Team, Communications Team and the Head of LPC Engagement and Collaboration.

Summary:

PSNC promotes and supports the interests of all NHS community pharmacies in England. We are recognised by the Secretary of State for Health and Social Care as the body that represents NHS pharmacy contractors. We work closely with Local Pharmaceutical Committees (LPCs) to support their role as the local NHS representative organisations.

Our goal is to develop the NHS community pharmacy service, to enable community pharmacies to offer an increased range of high quality and fully funded services that meet the needs of their local communities and provide value and good health outcomes for the NHS and the public.

The Regulations Officer is responsible for providing guidance and support to pharmacy contractors, LPCs and others on NHS related legislative and regulatory matters. The post holder will also work with the Director, Legal on internal governance, including providing support to PSNC and its subcommittees and panels.

Main responsibilities

1. Effectively and efficiently answer queries from pharmacy contractors and others (usually by telephone and e-mail) on NHS related legislative and regulatory issues affecting NHS pharmacies;
2. Provide advice to LPCs, in order for them to support their contractors on NHS matters;

3. Assist other members of the PSNC team, in their support of pharmacy contractors;
4. Prepare briefings and information for PSNC's website and other communications, and papers for internal consideration of specific issues;
5. Manage your own projects with any necessary support and guidance from the Director, Legal;
6. Assist the Director, Legal as required, for example, with reviews of the PSNC and LPC constitutions, PSNC elections and responses to Government consultations;
7. Maintain a database of pharmacy contractors and LPC contacts;
8. Other tasks as required.

B) Post holder requirements/person specification

Education/Qualifications	
Educated to degree level or equivalent professional qualification and have a legal qualification or be studying for a legal qualification	Essential
Skills and Abilities	
Proven time management skills demonstrated by ability to work effectively to tight deadlines	Essential
Advanced oral and written communication skills, including proven writing skills and excellent customer service telephone skills	Essential
Well-developed interpersonal skills, including relationship building	Essential
Demonstrated ability to interpret complex documents in order to support understanding by others.	Essential
High levels of attention to detail	Essential
Competent user of Microsoft Office - Outlook and Word	Essential
Experience	
Working with legislation (e.g. Regulations, Orders etc.)	Desirable
Work associated with the NHS, in particular primary care or community pharmacy	Desirable
Working in a support function, providing guidance/support to others by writing information guides	Desirable
User of Microsoft Office - Excel, PowerPoint and Access	Desirable