

Dispensing & Supply Officer

Why community pharmacy, and Community Pharmacy England?

Community pharmacies (sometimes known as local or high-street pharmacies) are a hugely important sector in England and a part of the extended NHS family. Pharmacy businesses come in various shapes and sizes, from independent family-run businesses with a single pharmacy, through to bigger companies operating nationwide – Community Pharmacy England represents all of them. The sector offers a wide range of clinical and public health services, alongside the dispensing of medicines, and will undoubtedly continue to change in line with the changing requirements of the NHS and expectations of the public.

Community Pharmacy England is the negotiating body for all NHS community pharmacy owners (contractors) in England. Our role includes negotiating funding and pharmacy services with HM Government and the NHS; championing pharmacies and providing information and guidance for pharmacy owners and teams.

The role

The Dispensing & Supply Officer is responsible for providing support on negotiations with the Department of Health and Social Care on Drug Tariff changes. They will also be involved in developing communications and providing advice to pharmacy teams on key issues affecting community pharmacies in England. This post offers the opportunity to be part of a small friendly supportive team who have extensive experience of the Drug Tariff and reimbursement arrangements for medicines and devices dispensed by pharmacies in England.

Reports to:

The Dispensing & Supply Officer will report to the Dispensing and Supply Supervisor (who will have line-management responsibilities), with a reporting line to the Drug Tariff and Reimbursement Manager.

✉ info@cpe.org.uk
☎ 0203 1220 810
📍 14 Hosier Lane, London EC1A 9LQ
🌐 cpe.org.uk

Community Pharmacy England is the operating name of the Pharmaceutical Services Negotiating Committee.



Postholder requirements

a) personal qualities:

- Good organisational skills
- Self-motivated and works well independently as well as part of a team
- Proven time management skills demonstrated by the ability to prioritise workload and work effectively to meet tight deadlines
- Ability to be responsive to changing work needs
- Ability to work to deadlines and work well under pressure
- Ability to problem solve and make decisions independently
- Efficient and takes full ownership of tasks
- A keen attention to detail and accuracy
- Good numeracy and analytical skills
- Advanced oral and written communication skills, including proven writing skills and excellent customer service telephone skills
- Enthusiasm for the health sector

b) interpersonal qualities:

- Good networking and relationship building skills
- The ability to work remotely as part of small, busy team
- A collaborative approach to team-working, both across the organisation and wider stakeholders
- Ability to communicate well via telephone or email with a variety of stakeholders

Specific duties and responsibilities

- Lead or provide support on specialist projects and become a subject matter expert on specific areas of the Drug Tariff and around medicines supply
- Provide support with negotiations on Drug Tariff policy and price concessions
- Liaise with manufacturers and wholesalers of medicines and monitor the availability and price changes for individual products
- Prepare briefings and information for Community Pharmacy England website and other communications on technical subjects for pharmacy teams,

- Provide support in the development of papers and reports for internal consideration of specific issues
- Have a strong working knowledge of Microsoft Word, Excel and PowerPoint
- Effectively and efficiently answer queries from pharmacy contractors and others (usually by telephone and email) on matters relating to the Drug Tariff and medicines supply
- Assist other members of the Dispensing and Supply Team and other teams within Community Pharmacy England, in their support of pharmacy contractors
- Ensure that all significant issues and concerns raised by pharmacy teams are communicated to the Dispensing and Supply Supervisor or Drug Tariff and Reimbursement Manager, and where appropriate to the relevant policy area lead
- To follow all office and remote working health and safety guidance, information security, and confidentiality procedures, and to participate in any related training sessions or updates

In addition, the following skills and experience would be desirable:

- Work associated with the NHS, in particular community pharmacy or primary care
- Good understanding of NHS dispensing processes and the role of the Drug Tariff to determine pharmacy payment arrangements

This role is offered under hybrid working arrangements – a mixture of home based but with requirements to attend/work within the office environment, when designated to do so in accordance with Line Manager request. It is therefore essential that the post-holder:

- Can work at our office in Central London when required
- Can demonstrate effective communication and time efficiency within a remote working environment



Job vacancy details

- **Employment type:** Permanent, full-time (Monday to Friday, 35 hours per week)
- **Location:** Hybrid working (remote/Central London). Please note the applicant must be based in the UK.
- **Salary:** Between £27,000 – £30,000 per year, dependent on experience
- Full time position of 35 hours per week
- 25 days paid holiday

Application process

Applicants should send a CV and covering letter with '**Application for Dispensing & Supply Officer**' in the subject line of the email to shine.brownsell@cpe.org.uk. No recruitment agencies please.

Please note applicants must have the right to work in the UK.

Applications close on Sunday 3rd September 2023. Note, the application process may close earlier if high volumes of applications are received.

Whilst we really appreciate your interest in this vacancy, due to the anticipated high volume of applications we may only contact you if you are successful in getting through to the interview stage.

Interviews and written tests will be conducted either in person or via Zoom/Teams/email.