

## Kent County Council

### Job Description: *Public Health Pharmacy and Quality Lead*

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<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Public Health</b>
<b>Grade:</b>	<b>KR12</b>
<b>Responsible to:</b>	<b>Deputy Director of Public Health</b>

### **Purpose of the Job:**

The post is situated in the Public Health Team at Kent County Council. Main purpose of the role is to update and maintain the Pharmaceutical Needs Assessment, to support the development of pharmacy-led health improvement in Kent, to provide pharmaceutical advice and to support the Public Health Quality Committee.

### **Main duties and responsibilities:**

- You will develop a deep and significantly high-level understanding of all relevant internal KCC policies, an awareness of external influences including legislation and where appropriate partnership agency working.
- You will be required to apply the knowledge which you have gained from broader experience of other roles strategically in Kent. You will need to keep up to date with quality standards of local services and changes in pharmacy.

#### **Pharmaceutical Needs Assessment**

- To lead on the refresh and maintenance of the Pharmaceutical Needs Assessment including setting up and maintaining the PNA steering board. To ensure the timely publication of the PNA refresh. To produce supplementary statements at agreed intervals to keep the PNA up to date and relevant.

#### **Developing pharmacy-led health improvement in Kent**

- To work jointly with the relevant lead Consultants of Public Health, commissioners, the LPC, and community pharmacy to maximise the potential around prevention and health improvement through community pharmacy.

#### **Public Health Quality Assurance**

- To coordinate quarterly Public Health Quality Assurance committee meetings and any task and finish groups.
- To produce annual reports on Public Health Quality to the Health Reform and Public Health Committee.
- To support addressing any gaps in public health assurance processes.

#### **Public Health Commissioned programmes and Services**

- To provide high level pharmaceutical support and expert advice for Public Health service specifications.
- To provide advice to PH consultants, specialists, and commissioners on the use of drugs within their services and support financial reimbursement.
- To provide pharmaceutical support to the Public Health team in identifying the use of current and new medications in newly developed services and the review and adaptation of current services.
- To provide advice and support on the management of the drug and dispensing costs part of a service budget and to support accurate billing of costs.

- To provide general advice when thinking about delivery of services which have a pharmaceutical element.
- Identify and share changes to national guidelines and legislation.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## **Organisational Responsibilities**

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

### **Whole Council**

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

### **Integration of Services**

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

### **Embedding Commissioning and Engaging relevant markets**

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

### **Managing Change**

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• MPharm (or equivalent pharmacy degree)</li> <li>• Post Graduate Diploma in Medicines management or equivalent</li> <li>• Member of the GPhC</li> <li>• Extensive post registration experience</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Senior position in Community Pharmacy, or Senior position in Medicines management in Primary Care</li> <li>• Knowledge of the role of Pharmacy in Public Health</li> <li>• Experience of Quality and Governance processes</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to manipulate complex data</li> <li>• Influencing skills</li> <li>• Consultation skills</li> <li>• Leadership skills</li> <li>• Developmental skills</li> <li>• Delegation skills</li> <li>• Change management</li> <li>• Project management</li> <li>• Critical appraisal</li> <li>• Audit skills</li> <li>• Staff management</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the current NHS pharmaceutical regulations</li> <li>• Knowledge of the Community Pharmacy Contractual Framework</li> <li>• Knowledge of GMS, PMS etc. in relation to Public Health</li> <li>• Ability to interpret latest National Guidance and best practice to inform and influence commissioning activities in relation to the safe and effective use of medicines</li> <li>• Analyse and understand Epact and similar prescribing data</li> <li>• Evidence of CPD and PDP</li> </ul>
<b>BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Accountable for own professional actions and advice given</li> <li>• Demonstrate personal confidence and integrity</li> <li>• Effective interpersonal skills</li> <li>• Ability to travel across the KCC area</li> <li>• Independent and flexible working</li> <li>• Manage frequent interruptions</li> <li>• Ability to work flexibly and optimise use of information technology (paperless working)</li> <li>• Excellent time management skills</li> </ul>

<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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