

# Registration and International Policy Manager

**Location:** Canary Wharf, London

**Reports to:** Head of Policy and Standards (Principal manager), Head of Registration, Head of Education

**Grade:** B

## Job purpose

To manage and develop GPhC policies in relation to the registration of pharmacists, pharmacy technicians, and pharmacy premises, including international routes to registration. The post will sit within the Policy and Standards team but close liaison with the Registration and Education teams is essential.

Lead on policy analysis and engagement in relation to regulatory and legislative developments at a UK level and internationally, making sure that the GPhC keeps track of external issues likely to affect our registration policy development work.

The post holder will be required to manage registration policy workstreams across Policy and Standards and Registration and will manage complex registration casework.

## Main accountabilities

- Lead the development, implementation and management of clear end-to-end regulatory policies and standards for the registration of pharmacists, pharmacy technicians and pharmacy premises, and across a range of policy areas, making sure they are:
  - based on legal requirements and the core registration requirements agreed by Council
  - consistently reflective of the organisation's strategy and approach to regulation
  - communicated effectively
  - reflective of operational considerations.
- Manage complex registration casework (for example concerning premises or pharmacy professionals who have qualified outside the UK) including:
  - providing timely, clear and detailed advice to colleagues and external enquirers by identifying the legal and policy issues relating to complex registration casework, responding directly to queries by phone and email

- Lead on policy analysis and engagement and provide advice in relation to registration regulatory and legislative developments at a UK level and internationally, making sure that the GPhC keeps track of and responds to external issues likely to affect our regulatory work.
- Work with other healthcare regulatory bodies, carrying out policy analysis on UK registration legislation and policy from the UK government and devolved administrations which could impact upon our work.
- Provide advice on and contribute to the development of policy and guidance related to changing models of pharmacy service delivery that will affect the regulation of pharmacies.
- Work closely with colleagues across the GPhC to make sure our policy development takes full account of operational knowledge, data and experience, whilst policies are effectively implemented.
- Project manage and develop GPhC registration policy consultations, and provide advice on external consultations, including leading the development of organisational responses, undertaking presentations and leading discussions to contribute to the development and promotion of registration policy.
- Work with governance colleagues to agree information-sharing agreements where relevant.
- Represent the GPhC at meetings and events with stakeholders, explaining our work including strategy, standards, and policy.

Knowledge and skills for this job	Essential	Desirable
Extensive experience of policy development in a professional regulatory environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to understand the implications of policy implementation and development in the context of GPhC registration processes and to communicate these effectively to colleagues in operational teams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent understanding of the principles of good regulation and how these are translated into policy development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to assess risk and relative importance of UK and international policy developments to the GPhC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working collaboratively with UK and international institutions with a sound knowledge of UK legislative processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.