



# Chief Officer – Community Pharmacy Shropshire

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## Role Profile

Job title: Chief Officer – Community Pharmacy Shropshire

Hours: Approximately 16 hours per week

Salary: Negotiable, dependent on experience

Pension: Contributory pension scheme (NEST)

Contract: Fixed term initially until 31 March 2027

Reporting to: Chair of Community Pharmacy Shropshire

Base: Remote working with regular travel across Shropshire, Telford & Wrekin

Community Pharmacy Shropshire is the operating name of Shropshire Local Pharmaceutical Committee (LPC).

## Recruitment Timetable

Closing date: 1 March 2026

Interview shortlisting notified by: 15 March 2026

Interviews: Late March 2026

Applications should be made by submitting a CV, a covering letter explaining your suitability for the role, and details of two referees (one of whom must be your current or most recent employer) to: [peter@cpshropshire.org.uk](mailto:peter@cpshropshire.org.uk).

## Role Background

Community Pharmacy Shropshire represents and supports community pharmacy contractors across Shropshire, Telford & Wrekin, working to secure a sustainable future for the sector within an evolving NHS and local care system. Following the impending retirement of the current postholder, the Committee is seeking an experienced, credible, and forward-thinking Chief Officer to provide executive leadership and build on the progress already achieved.

This is a senior and influential role, requiring the postholder to operate with a high degree of autonomy, work closely with elected LPC members, and engage effectively with senior stakeholders across the NHS, local government, and partner organisations.

Candidates who have not been contacted within two weeks of the closing date should assume they have not been shortlisted. Interview expenses are not payable. Any offer of employment will be subject to satisfactory references and confirmation of the right to work in the UK.

## **Purpose of the Role**

The Chief Officer is the senior executive officer of Community Pharmacy Shropshire, responsible for leading delivery of the LPC's agreed strategy and work programme, providing professional advice and leadership to the Committee, representing community pharmacy locally and regionally, and ensuring effective governance, accountability, and value for money.

## **Key Responsibilities**

### **Strategic Leadership and Advice**

- Lead the development, delivery, and regular review of the LPC's strategic priorities and annual workplan.
- Provide timely, high-quality professional, contractual, and policy advice to the LPC Committee and Officers.
- Identify local and national opportunities and risks affecting community pharmacy and advise on appropriate responses.

### **Governance and Assurance**

- Support the LPC in maintaining robust and effective corporate governance arrangements.
- Ensure that decisions of the Committee are implemented efficiently and reported appropriately.
- Prepare agendas, reports, and briefing papers for LPC meetings and working groups.
- Review LPC structures, policies, and ways of working to ensure effectiveness, transparency, and cost-efficiency.

### **Contractor Representation and Support**

- Act as a primary point of professional support for pharmacy contractors within the LPC area.
- Provide information, guidance, and briefings relating to NHS regulations, health policy, local commissioning, and service development.
- Prepare proposals for Committee consideration in relation to locally commissioned, enhanced, and other services.
- Maintain accurate records of contractors represented by the LPC.

## **Stakeholder Engagement and Negotiation**

- Represent the LPC in discussions and negotiations with NHS England – Midlands Region; Shropshire, Telford & Wrekin Integrated Care Board; Shropshire Council; Telford & Wrekin Council; and local NHS Trusts.
- Develop and maintain effective partnerships with Local Medical Committees (LMCs) and other primary care stakeholders.
- Maintain constructive working relationships with neighbouring LPCs, seeking opportunities to share resources and collaborate.

## **System Influence and Advocacy**

- Promote the value of community pharmacy and its contribution to population health and system objectives.
- Engage with local and national politicians, councillors, and policy-makers where appropriate to influence decision-making.
- Keep abreast of national developments and best practice, including guidance from Community Pharmacy England (CPE).

## **Operational Management**

- Line manage the LPC Support Officer and any other LPC employees, contractors, or consultants.
- Deal with routine and non-routine correspondence on behalf of the LPC.
- Respond to requests from Community Pharmacy England and provide updates on local developments.
- Ensure effective communication with LPC members, contractors, and stakeholders.
- Undertake any other reasonable duties as requested by the LPC Chair or Committee.

## **Person Specification**

### **Essential Experience**

- Senior management or leadership experience within community pharmacy, healthcare, or a closely related environment.
- Experience of working with committees, boards, or representative bodies.
- Proven track record of stakeholder engagement, partnership working, and negotiation.
- Experience of developing and delivering strategic plans or work programmes.

## **Desirable Experience**

- Direct experience of working within or alongside an LPC.
- Knowledge of NHS Pharmaceutical Services Regulations, including Market Entry
- Knowledge of NHS community pharmacy contractual framework and commissioning processes.
- Experience of influencing or advising commissioners or local authorities.

## **Skills and Competencies**

- Excellent written and verbal communication skills.
- Strong influencing and relationship-management abilities.
- Ability to analyse complex policy and contractual issues and present clear advice.
- Good financial and organisational awareness.
- Ability to work independently, manage competing priorities, and meet deadlines.

## **Knowledge**

- Understanding of NHS structures, including Integrated Care Systems and local commissioning.
- Awareness of current challenges and opportunities facing community pharmacy.
- Knowledge of good governance and assurance principles.

## **Personal Attributes**

- Credible, confident, and professional presence.
- High standards of integrity and discretion.
- Flexible, resilient, and adaptable to change.
- Commitment to continuous professional development.

## **Employment Conditions and Core Responsibilities**

All staff are expected to maintain confidentiality, comply with health and safety legislation, participate in performance reviews, adhere to equality, diversity and inclusion principles, and comply with any relevant professional codes of conduct, including those of the General Pharmaceutical Council (GPhC).

Community Pharmacy Shropshire is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.