



Elections to support the future Royal College of Pharmacy

**Role Profile - National Pharmacy
Advisory Council Vice Chair**



Royal College of Pharmacy

Role Profile – National Pharmacy Advisory Council Vice Chair

Background

Supporting the Board of Trustees and Senate, who provide organisational governance, are the National Pharmacy Advisory Councils. The Councils play a key role in informing the development and guiding the implementation of the College's strategy within the devolved nations, including in relation to policy, the delivery of professional development, member support and engagement. They and their elected members are responsible for:

- the development of pharmacy policy and practice across GB, ensuring relevance to each nation and supporting the implementation of national visions, directly or through advocacy activity.
- translating the College's professional development activity to a national context and in doing so, support and identify excellence within the profession that the College can both support and showcase.

- acting as an important touchpoint for the wider membership base and therefore have a key role in engaging with members, through visits, conference attendance and representing the College, and ensuring members views are heard within the College.
- helping the College monitor its impact at a national level.
- selecting the College President from amongst their membership, and each Council elects its own Chair (who also fulfils the role of Vice President) and Vice Chair.

In addition to their National Council responsibilities, the Vice Chair is an ex officio member of the Senate (meaning full member with voting rights), who support the Board of Trustees and are responsible for determining the strategic direction of UK pharmacy professional and policy leadership. The Vice Chair must be registered with the General Pharmaceutical Council.

Role details

Tenure

The National Council Vice Chair is elected by the members of their National Council for a 3-year-term. They may be re-elected for up to two further terms.

Commitments

The role of the National Council Vice Chair requires flexibility to meet the demands of the position, which may include some commitments in the evenings and at weekends.

The estimated time commitment for the role of National Council Vice Chair is anticipated to be a total of 27 days per annum, roughly 2.25 days per month. This includes:

- A total of c. 3 days for Trustee meetings
- A total of c. 4 days for Senate meetings
- A total of c. 4 days for Council meetings
- A total of c. 1 day for training
- A total of c. 1.5 days for Finance & Investment Committee / Audit & Risk Committee
- A total of c. 3 days for weekly meetings
- A total of c. 3 days for reading emails / responding to consultations
- A total of c. 4 days for attending events

This time commitment is given in days, but may be executed in shorter periods of time, and could be during the day or in the evening. This does not include travel time. Events include attendance at conferences, networking, lobbying, parliamentary events, where Members are representing the College. This is flexible and up to individual Members.

In addition, the National Council Vice Chair would be expected to step down from commitments with other organisations that may present a conflict of interest to this role.

Location

Office locations are in London, Cardiff and Edinburgh, with the National Council Vice Chair likely to attend in London and their national office. There will be a mix of onsite and remote working, plus regular UK travel.

Remuneration and expenses

Council roles are voluntary and unpaid in line with Charity Commission guidance. Reasonable expenses will be reimbursed, in line with the Royal College of Pharmacy policy, for attending College meetings and undertaking College activities in line with the role specification.

Support for the role

We recognise the significant contribution our elected members give to the royal college, and we are committed to supporting every member in a way that reflects their individual circumstances and promotes equity, diversity, and inclusion. This includes:

- Providing the training and development to enable our Council Members to flourish in their roles, with a focus on inclusive leadership and cultural competence
- Exploring a mentoring framework that values diversity and ensures equitable access to guidance and support for our elected members
- Supporting you with any discussions and arrangements that your employer may need to enable you to volunteer with us alongside your substantive role, ensuring flexibility and fairness for elected members which may include:

Referencing

Providing you with a CPD log

As this role is responsible for deputising for the National Vice President (who is also the National Pharmacy Advisory Council Chair), additional role specific training and support will be provided which may include:

- Media Training
- Inclusive chairing skills
- Psychological safety and inclusive meeting facilitation, skills for creating environments where all voices are heard and respected
- Support with building an effective and inclusive Board of Trustees
- Charity trustee training

Opportunities

As well as the opportunity for continued professional development, our elected Vice Chairs also have the opportunity to stand for election, and if successful, progress within our governance structure into the role of Vice President or President.

We are committed to ensuring this pathway is accessible and inclusive, encouraging participation from members across all backgrounds and experiences.

This role receives additional support and training.

The role of National Pharmacy Advisory Council Vice Chair

The National Pharmacy Advisory Council Vice Chair is a notable representative of the organisation, its members and the profession in their nation.

The College is a membership organisation. The National Pharmacy Advisory Council Vice Chair is expected to engage with Members and Associate Members inclusively to understand their views. This may involve visits, speaking engagements, media appearances, other communications and social occasions, conducted in ways that promote inclusivity and accessibility.

The National Pharmacy Advisory Council Vice Chair will need to be able to represent College views pertinent to public interest and be willing to engage with the media. Clear communication and public speaking skills are a key necessary skill.

The National Pharmacy Advisory Council Vice Chair will take an active role in supporting the Vice President and National Pharmacy Advisory Council Chair, ensuring their National Pharmacy Advisory Council translates the strategy of the organisation to a national level and informs relevant policy and professional development. They will forge strong connections with their National Director in pursuit of this.

As a public figure the National Pharmacy Advisory Council Vice Chair is expected to demonstrate characteristics consistent with the **Nolan Principles of public life**. It is also expected that they will demonstrate behaviours in office in line with the College's values, its policies and guidance. This includes promoting inclusive practices, ensuring diverse voices are heard in decision-making, challenging barriers to participation, and fostering an environment of psychological safety and respect across all Council activities.

Key responsibilities

- Acting in the best interests of the College to enhance its reputation as the professional leadership body for pharmacy, including promoting the pharmacy profession and advocating for membership of, and engagement with, the College. This includes ensuring that all advocacy and engagement activities reflect the diversity of the profession and the communities it serves.
- Representing the College by attending relevant meetings and events including College meetings, conferences and awards ceremonies, and visiting members of the profession in their workplaces to gain insights and feedback. Actively seek input from underrepresented groups and ensure engagement activities are inclusive and accessible.
- Upholding the values, decisions and policies of the College and acting as a role model to members and the wider profession by demonstrating inclusive leadership and championing equity, diversity and inclusion (EDI) in all interactions.
- When deputising for the Vice President and National Pharmacy Advisory Council Chair, chairing meetings effectively and inclusively, ensuring all voices are heard and valued, fostering psychological safety, and embedding EDI principles in discussions and decisions in line with the College's Regulations and Standing Orders.
- Demonstrating a strong commitment to equity, diversity and inclusion (EDI) and encouraging openness and transparency in College activities, challenging barriers to participation, and supporting representation from underrepresented groups.
- Establishing and maintaining a close working relationship with the National Director, ensuring collaboration reflects inclusive practices and considers diverse perspectives.
- Deputising for the Vice President and National Pharmacy Advisory Council Chair attending meetings, approving policy, chairing the council etc. as required.
- Actively seek and amplify diverse voices within the profession to inform decision-making.
- Create psychological safe spaces for discussion within governance structures, where all members feel respected and able to contribute.
- Champion inclusive engagement by ensuring that College activities, communications, and events are accessible to all members, including those from underrepresented groups.
- Challenge bias and barriers to participation in governance and leadership roles, promoting fairness and equity.
- Encourage openness and transparency in decision-making, ensuring diverse perspectives are considered and valued.

Person specification

- An experienced professional, actively connected with, and credible to, the pharmacy profession registered with the General Pharmaceutical Council.
- A sound understanding of the priorities for the pharmacy profession and health issues within their nation and a sound understanding of the UK health and policy landscape.
- An understanding of, and commitment to, the strategic priorities for the College and its members, its purpose and its work, including embedding EDI principles in governance and decision making.
- The ability to listen to and influence members, advocate for them and the wider profession and in doing so demonstrate sound cultural competence, political sensitivity and an appreciation of diverse perspectives.
- Recognises unconscious bias and takes steps to challenge and reduce its impact in decision-making.
- Personal integrity and a commitment to act in the best interests of the College and the profession, ensuring fairness and inclusion without regard to personal interest or benefit.
- The ability to communicate clearly and effectively, building strong relationships across diverse groups and giving honest and objective opinions. Able to make decisions and add value to decision making by offering different perspectives, challenging biases and constructive inclusive suggestions.
- Ensures that meetings, communications, and engagement opportunities are accessible and inclusive for all members.
- Inclusive leadership, creates an environment where all voices are heard, valued, and respected, fostering psychological safety and collaboration.
- Commitment to championing diversity in leadership and governance roles, supporting representation from underrepresented groups.
- Ability to identify and challenge barriers to inclusion in policy and practice.
- Openness to learning and development in EDI, including unconscious bias awareness and inclusive leadership training.

