

Candidate Information

Position:	Senior Foundation Trainee Pharmacist (FTY) Selection and Admission lead
School/Department:	School of Pharmacy
Reference:	25/112382
Closing Date:	Tuesday 11 February 2025
Salary:	£58,534 - £69,854 per annum
Anticipated Interview Date:	Monday 24 February 2025
Duration:	Fixed Term - Full Time, available until 31 March 2026 (secondment possible)

JOB PURPOSE:

NICPLD is funded by the Department of Health to provide a range of pharmacy learning and development programmes including the FTY in Northern Ireland. The Centre also oversees the provision of experiential learning (EL) for pharmacy students, delivers a postgraduate certificate in independent prescribing for pharmacists working in NI, delivers a programme of live education, pharmacy technician training and post registration pharmacist programmes.

Regional Task and Finish Group:

In September 2024, the Chief Pharmaceutical Officer established a Task and Finish Group to:

1. Support the remainder of the dual recruitment process and allocation of 200 FTY places in the 2025/26 cohort;
2. Support the agreement on and introduction of a joint recruitment process to enable selection and admission to the FTY programme and allocation of 200 FTY places in the 2026/27 cohort, in a manner that meets standard 1 from the 2021 standards for the initial education and training of pharmacists;
3. Engage with stakeholders and keep applicants and providers of training up to date on selection and admission arrangements for 2025/26 and 2026/27.

The post holder will join the NICPLD FTY team to develop, lead, implement and evaluate a bespoke selection process for FTY in NI. The post holder will work closely with the FTY and EL teams to support the Associate Dean for FTY in all aspects of the FTY and take the lead on deliverables for the Regional Task and Finish Group.

MAJOR DUTIES:

1. Work across boundaries to lead the development and implementation of a strategy for selection and admission into FTY in NI to meet the standards set out by the pharmacy regulators and in partnership with key stakeholders to support the Task and Finish Group meet deliverables.
2. Develop in conjunction with the NICPLD IT programmers, systems within NICPLD to facilitate the application of student pharmacists to a regional ranking and preferencing system or systems that allow potential employers of trainee pharmacists to advertise their placement offering.
3. Develop streamlined, accurate systems and processes within NICPLD to manage student data from experiential learning, foundation training and beyond, cognisant of GDPR, memorandum of understanding with local organisations such as the Pharmaceutical Society of NI and providing a high quality service for learners.
4. Develop high quality communications including an applicant guide and information for students and employers.
5. Convene and lead a regional group with representation from different pharmacy sectors to develop effective selection material to support a robust, fair and equitable selection process for the FTY, typically multi mini interviews. Develop processes to evidence this fairness including statistical data as appropriate.
6. Develop and deliver training on the selection process, typically multi mini interviews, for those taking part regionally in developing the selection material and those interviewing.
7. Develop a process for communicating selection decisions to the student pharmacists and employers.

8. Ensure that the selection and admission strategy embeds the principles of equality, diversity and inclusion including supporting applicants with a disability. Analyse and monitor the student equality monitoring data at application to FTY, at the start of FTY and at the completion date. Develop action plans to improve fairness as required.
9. Develop reporting mechanisms to provide information to schools of pharmacy to assist with the preparation of students for the NI selection process in subsequent years.
10. Following selection, facilitate student pharmacist applications to the NICPLD FTY programme, liaising with students and employers to ensure that all placements are delivered within the requirements of the FTY Framework.
11. Pro-actively manage stakeholder relationships across all sectors of pharmacy and other organisations responding to and resolving conflict as necessary through facilitation or appropriate escalation.
12. Support the Associate Dean for FTY in all aspects of the FTY as required.
13. Participate in educational research and audit programmes in NICPLD to monitor the quality and effectiveness of the regional selection process.
14. Proactively manage any budget associated with FTY selection. Promote and ensure prudent use of NICPLD budget and resources and support business planning processes.
15. Work collaboratively to support the Postgraduate Pharmacy Dean and Associate Deans in relation to development of the business plan.
16. Develop and maintain relationships with organisations supporting GB wide selection.
17. Support equality, diversity and inclusion initiatives in NICPLD.
18. Contribute to the planning and delivery of the open education and training programme as part of overall business planning.
19. Contribute to the development of learning materials within NICPLD.
20. Promote learning opportunities to the pharmaceutical profession and work with other professional organisations to develop multidisciplinary learning. Occasional travel to NICPLD offices and to other sites.

ESSENTIAL CRITERIA:

1. Degree in Pharmacy.
2. Member or eligible for membership of the Pharmaceutical Society of Northern Ireland.
3. Substantial relevant experience of working as a senior pharmacy professional, with extensive knowledge of pharmacy which has been acquired through post graduate study or equivalent experience.
4. Demonstrated experience of leading training or work programmes in highly complex and challenging environments.
5. Evidence of planning and delivering programmes and projects on time and within budget where impact of delivery extends beyond own area of work.
6. Extensive experience of successfully operating in a politically sensitive environment with diverse stakeholder input.
7. Comprehensive experience of policy and service improvement development tools and techniques.
8. Experience and understanding of evaluating, measuring (including statistically) and reporting on performance, drawing on complex information from a variety of sources and experience of managing risks and reporting.
9. Experience of working within a high-profile team, with regular and direct access to senior management and experience of chairing meetings and facilitating groups.
10. Experience of networking within pharmacy and multi-disciplinary collaboration.
11. Experience in project management and demonstrable evidence of managing competing priorities.
12. Advanced level of working with Microsoft Office to produce reports, letters, presentations, spreadsheets and email correspondence. Excellent data handling skills.
13. Excellent written and presentation skills.
14. Good communication and interpersonal skills. Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.
15. Ability to plan own work schedule responding to new pressures and adjusting priorities.
16. Effective when working as part of a team.
17. Innovative, flexible and manages change.
18. Commitment to continuing professional development.
19. Willingness to work outside normal working hours when required.
20. Access to transport or ability to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Postgraduate qualification in a related area or experience of working at a senior level in pharmacy or healthcare leadership.
2. Experience in recruitment and selection.

ADDITIONAL INFORMATION:

The Chair of the Panel will provide 30-minute information webinar on Monday 3 February 2025 at 7pm. Anyone interested in attending should email nicpld@qub.ac.uk for joining details.

Informal enquiries may be directed to Frances Lloyd at f.lloyd@qub.ac.uk