



CANDIDATE PACK

Closing date: Sunday, 23, May,
2021 at midnight

CHIEF PHARMACEUTICAL OFFICER

IRC87607

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Image: St Andrew's House, Edinburgh



WELCOME FROM THE PERMANENT SECRETARY

Thank you for your interest in joining the Scottish Government – I'm delighted that you want to be part of our team.

This is both a challenging and exciting time for Scotland and the Civil Service. The Scottish Government has been at the forefront leading the country's response to the Coronavirus pandemic, whilst also preparing for Brexit and delivering vital public services. These issues have a direct impact on the lives and wellbeing of Scotland's citizens. Strong inclusive leadership, teamwork and flexibility has been, and will continue to be, key to our success. This is why I am looking for passionate people who can lead diverse teams and respond quickly, effectively and compassionately to challenges and change. What else do I look for in my leaders? I am looking for people from all backgrounds who can role model our values, work across organisations and boundaries and translate strategic vision into a clear common goal. A key part of your role as a Scottish Government leader will be building a kind and inclusive culture where all staff can contribute and feel valued whilst delivering the Government's agenda. Most importantly, I am looking for leaders who ensure all team members feel they are treated fairly, have a sense of belonging and are inspired to bring their best to work every day.

If the challenge of this role excites you and you think you have the integrity, skills and experience to fulfil it, I look forward to hearing from you.

Leslie Evans

Permanent Secretary, Scottish Government



Image: Leslie Evans, Permanent Secretary





DIVERSITY AND INCLUSION

“For the Scottish Government properly to serve the citizens of Scotland, it’s vital that we are a welcoming and inclusive employer. We are actively seeking colleagues committed to that journey, determined to improve diversity and to create a culture where everyone’s experience and perspectives are valued.”

Lesley Fraser, Director Corporate



Image: Lesley Fraser

Scottish Government is an equal opportunities employer. That means we treat all staff equally, irrespective of sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, gender identity, caring responsibility or trade union membership. We employ people on the basis of their merit – their skills, aptitudes and attitude – nothing else.

We encourage a diverse and inclusive workforce, one that represents the different age groups, socio-economic backgrounds, faith and beliefs that make up our country. That’s why we are committed to increasing the diversity of staff and to building an inclusive culture where everyone feels comfortable voicing their own opinions and ideas.

As a Scottish Government leader you will play a key role in building our inclusive organisation. Inclusive leadership will be at the heart of what you do and how you do it – both as a champion and as a role model.

In practice, this means positively valuing different perspectives and skills and making sure that we make full use of these unique contributions. It also means developing a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Scottish Government has a range of activities which promote diversity and inclusion within our workforce. We would particularly welcome interest from women and individuals from those groups currently under represented at this level, including lesbian, gay or bisexual orientation and/or transgender or intersex status (LGBTI), disabled and those from a minority ethnic background. The Scottish Government also supports applications from those who wish to work an alternative pattern and would be happy to discuss options with you.



BACKGROUND

The Scottish Government is responsible for over £40 billion of expenditure each year. This provides the public services used every day by the citizens of Scotland including health, education, justice, housing and social security.

The Scottish Government continues to grow and develop. Our collective aim is to improve progress towards the National Performance Framework working with the Parliament, partners, communities and citizens.

The post is based within the Scottish Government Health and Social Care Directorates (also operating as the headquarters of NHSScotland). The post-holder will formally report to the Chief Medical Officer. It is expected that the post-holder will work collaboratively across the directorates in the Scottish Government, the NHS, the wider public sector and a range of professional networks. The Chief Pharmaceutical Officer (CPO) has a key role in helping the Health Directorates deliver its objectives, including supporting the National Performance Framework.

As the Directorates' most senior professional advisor on pharmaceutical and medicines issues, the CPO provides professional and strategic leadership for the profession in Scotland. This includes leading and advising on pharmacy and medicines related policy and legislation, and ensuring compliance with statutory requirements pertaining to medicines' regulation and enforcement.



THE ROLE



Image: Exterior of Victoria Quay building, Edinburgh

LOCATION: Edinburgh

However, the expectation is that this role will be working from home for the foreseeable future

GRADE AND SALARY: SCS 1, £77,340-83,233

CONTRACT TYPE: Permanent (secondment might be considered, if applicable)

The CPO is the chief pharmaceutical adviser to the First Minister, the Cabinet Secretary for Health and Sport and the wider Ministerial team and has direct access to them.

The post holder will be responsible for providing expert professional advice and support on all aspects of policy which impact on pharmacy and medicines including education, research and practice. The CPO will lead in establishing the strategic direction for pharmacy, pharmaceutical care and medicines management including governance matters.

The CPO is supported by a Deputy/Principal Pharmaceutical Officer and Divisional Branch Heads for Medicine Policy and Pharmacy Policy and administrative colleagues. In addition, the CPO works closely with the Directors of Pharmacy within the NHS and has access to specialist pharmacy practitioners and a wide range of professional networks and academia.

The CPO is the professional lead for NHS pharmaceutical care in Scotland and policy lead for NHS pharmaceutical practice in the community, primary care, secondary care and public health.

The CPO is responsible to Ministers for the delivery of the Scottish Government's strategy for integrated pharmaceutical care: *Achieving Excellence in Pharmaceutical Care*.

The CPO and CMO have responsibility for the governance of the safe, efficient and effective use of medicines in NHS Scotland. As Head of the Pharmacy Profession reporting directly to the Chief Medical Officer on pharmaceutical professional issues, the successful candidate will contribute to the development of corporate objectives for the Health Directorates and will share responsibility for collective decision-making on relevant cross-cutting and strategic issues. This will include the development and review of key policies, ensuring adherence to statutory commitments, supporting relevant Programme for Government commitments and discussion of issues such as financial and staff resourcing.

The post holder will represent the Health Directorates at a local, national and international level.



KEY DUTIES AND RESPONSIBILITIES

- Provide expert professional advice and support to Scottish Ministers and senior colleagues across Scottish Government Directorates on all aspects of policy relating to pharmaceutical and medicines matters, including access to medicines, safety of medicines, medicines related legislation and the regulation of medicines.
- Provide accurate and relevant briefing to the Scottish Parliament, relevant committees and cross party groups and the media.
- Provide leadership and pharmaceutical advice on relevant capital schemes including ePharmacy, Hospital Electronic Prescribing and Medicines Administration and specialist services e.g. aseptic dispensing, NHS specials manufacture.
- Contribute to improving, sustaining and enhancing the health of the population in Scotland with a particular focus on reducing health and social inequalities and improving public services.
- Work collaboratively to improve the quality of services provided through health and social care.
- Be the main point of contact with the CPOs from the other UK countries, senior figures across UK Government and with professional organisations such as the professional bodies and Royal Colleges.
- Ensure a particular focus on pharmaceutical professionalism and excellence, professional regulation, developing the pharmaceutical workforce, pharmaceutical education and training, and developing and managing key professional relationships and networks in Scotland including the General Pharmaceutical Council, the Royal Pharmaceutical Society and Scottish Schools of Pharmacy.
- Foster innovation and promote pharmaceutical research and development in order to position Scotland as a leading nation in the world in which to train, teach, research and practise pharmaceutical care.
- Provide leadership and manage the professional development of all pharmaceutical staff in the Scottish Government Health and Social Care Directorates.
- Deputy Director within the Directorate for the Chief Medical Officer.
- Work collaboratively with NHS Scotland including Chief Executives and Chairs, the Scottish Medicines Consortium and the branded and generic medicine manufacturers, including the Association of the British Pharmaceutical Industry to ensure access to medicines.
- Work with the Scottish Parliament and its various committees and cross party working groups.
- Work with the Medicines and Healthcare products Regulatory Agency to implement the Medicine Act 1968, the Human Medicine Regulations and any associated regulations in Scotland.
- Consult with community pharmacy owners and their trade bodies (e.g. Community Pharmacy Scotland, the National Pharmaceutical Association) regarding NHS arrangements for community pharmaceutical services.
- Consult and work with trade unions representing pharmacy staff e.g. the Guild of Hospital Pharmacists and the Pharmacist Defence Association.
- Manage Pharmacy and Medicines Divisional staff and budget, manage community pharmacy remuneration and reimbursement and indirectly manage the drugs budget for NHS Scotland.



ESSENTIAL CRITERIA

Post-specific Criteria

Pharmaceutical Expertise

- Fully registered pharmacist in the UK and possess experience in keeping with an appointment at this level. You will be required to maintain this level of registration in the UK in line with any requirements of the General Pharmaceutical Council while in post.
- Strong record of achievement in the pharmaceutical profession with a track-record of clinical and professional leadership through developing and contributing to the advancement of pharmaceutical care in Scotland.

Operational Delivery

- a track record of taking personal responsibility for delivering successful outcomes whilst operating with a high degree of autonomy within a complex, fast-moving and changing environment

Leadership Criteria

Leading collectively

- Taking an effective whole system approach to complex, dynamic issues; actively developing wide networks internally and externally, breaking down and collaborating across barriers to deliver outcomes

Developing others

- Leading and managing change by embedding an inclusive, learning culture in your teams, trusting and empowering others and enabling high performance and innovation.

Leading others

- Setting clear strategic direction and making high quality decisions which balance risk and stakeholder interests to deliver outcomes in a complex environment
- Strong communication skills and the ability to build visibility and awareness with partners and stakeholders.

Understanding and developing self

- You will know when you are at your best and be open about what causes you strain, having strategies in place to maintain personal resilience



HOW TO APPLY

Applications should be submitted by no later than midnight **Sunday, 23 May 2021**.

There are two parts to the application, both of which must be fully completed for your application to progress:

1. Online application form – click ‘apply’ on the advert [here](#). The form has a number of sections, covering information required for the recruitment process and to enable us to monitor our performance as an inclusive employer. These include:

- **Diversity Monitoring.** See the [Civil Service Diversity and Inclusion Strategy](#) for more information.
- **Disability Confident Scheme** (previously known as Guaranteed Interview Scheme) for disabled persons. For further information, see [here](#). If you require reasonable adjustments to support you to apply for this role, please email Elizabeth.michelakakis@gov.scot in confidence. For example, a reasonable adjustment at application stage could be providing information in an accessible format.
- **Nationality section.** Please see the [Civil Service Nationality Rules](#) for further information.

The online application form is solely for HR use and will not be given to the selection panel.

2. Emailed supporting statement and CV – sent to SCSHR@gov.scot

The selection panel will use these two documents to assess your suitability for the role against the essential criteria during sifting.

- **Supporting statement** (maximum 1,500 words) explaining how your skills, qualities and experience make you suitable for the role. You should make particular reference to, and structure your supporting statement around, the essential criteria
- **CV** setting out your career history, with key responsibilities and achievements. This should provide details of your qualifications and career history with dates and reasons for leaving



Image: Interior of Atlantic Quay building, Glasgow



PROCESS AND TIMELINES

Process

This competition is being run in accordance with the Civil Service Recruitment Principles.

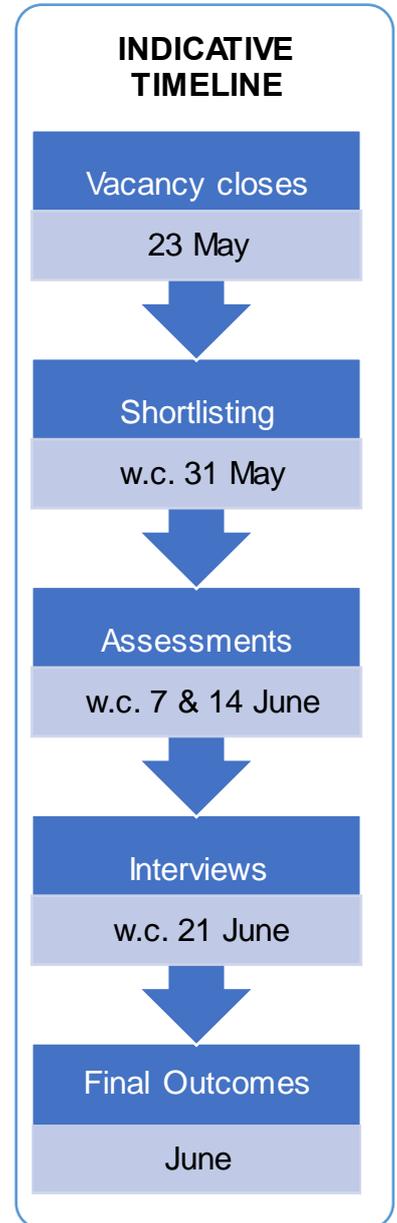
If you are shortlisted, you will be provided with full details of the next stages of the selection and assessment process. This may include an individual psychological assessment and a staff engagement exercise.

You may also have the opportunity to meet with key stakeholders prior to the final selection panel interview to learn more about the role and the organisation.

The location and format of the final selection panel interview will be confirmed in advance.

Relocation Expenses

Relocation expenses of around £6,000 may be available if you have to move house to take up this appointment. Further details will be provided to the successful candidate but you should not in any event commit yourself to any expenditure without prior discussion with the Scottish Government. The Scottish Government has developed this [website](#) to provide information for people considering living and working in Scotland which provides information on the variety of lifestyles on offer and an insight into why you should consider moving to Scotland.



*Timings are subject to change and may alter. You will be informed appropriately.



PROCESS AND TIMELINES

Equal Opportunities Monitoring

Helps us monitor selection decisions to assess if equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. Please note we also use diverse recruitment panels.

Disability Confident Scheme

Scottish Government is a disability confident employer. This means all disabled applicants who claim a guaranteed interview and who meet the essential criteria will be invited to interview or further assessment. If you need them, we will make reasonable adjustments throughout the recruitment process. Please contact Elizabeth Michelakakis (Elizabeth.michelakakis@gov.scot) to discuss how we can support you appropriately at any stage of the process. Please see our [Disability Fact Sheet](#) for more information.

Data Protection

Any data about you will be held in secure conditions with access restricted to those who need it in connection with dealing with your application and the selection process. Anonymised personal data may also be used for the purposes of monitoring the effectiveness of the recruitment process



HOME





TERMS, CONDITIONS AND BENEFITS

Appointment term	Indefinite contract on standard Civil Service terms. Alternatively, a secondment from your current employer might also be considered. The duration of any secondment would be subject to agreement with the Civil Service Commission
Salary range	£77,340-83,233 This is a Senior Civil Service Pay Band 1 role, with a starting salary of £77,340. If applicable, secondment from your existing employer on your current employment terms might also be considered. External candidates, who are not applying on secondment, are expected to start at the minimum. For existing civil servants applying on level transfer or promotion, starting salary is determined by reference to salary with current department. The Scottish Government does not pay non-consolidated performance awards.
Location	Edinburgh (St. Andrew's House) However, the expectation is that the successful candidate will be working from home for the foreseeable future.
Working hours	The standard is a 5 day week of 37 hours. We welcome flexible working. If you are interested in applying on a job-share basis, please make clear in your application if you wish to be considered as a pre-existing job-share partnership or if you are interested in moving into a job-share arrangement. We will assess proposed working patterns against the business requirements for the post and discuss all options with candidates.
Annual leave	The annual leave allowance is 6 weeks. In addition, 11½ days public and privilege holidays, dates of which are set annually.
Pension	Civil Service pension arrangements will apply. Full details can be found on the <u>Civil Service Pensions website</u>
Security clearance	The successful candidate will need to complete security clearance. For further information, please see here .
Civil Service Code	The Civil Service Code sets out the constitutional framework within which all civil servants work and the values they are expected to uphold. A copy of the Code can be found here .
Business appointment rules	Candidates should note that on completion of the appointment, the post holder will be subject to the Government's Business Appointments Rules, with the possibility of restrictions on future employment. Further information about the rules and restrictions can be found here .
Conflicts of interest	You will be required to disclose any personal or business interests, including share holdings, which may or may be perceived to be relevant to or in conflict with working within the Civil Service. This may involve suspending or relinquishing stock market activity.



CONTACT INFORMATION

If you have any queries about any aspect of the selection process and terms and conditions, please contact Elizabeth.michelakakis@gov.scot

For an informal discussion about the nature of the role please email: DR Gregor Smith on cmo@gov.scot.

CIVIL SERVICE COMMISSION

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles [here](#).

The selection process will be overseen by the Civil Service Commission.

The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty - and forms part of the relationship between civil servants and their employer.

More detailed information can be found via this [link](#).

COMPLAINTS

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the Civil Service Commission's Recruitment Principles, which can be found [here](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact James Christopher (email: james.christopher@gov.scot) in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the Civil Service Commission via [this link](#)

