

Job Description

Position: LPC Administration & Engagement Assistant

Reports To: Chief Officer

Key Responsibilities:

1. Office compliance and standards
2. LPC accounts and assistant to the LPC Finance Officer
3. Support to the Chief Officer, LPC committee members, and contractors
4. Engagement with external stakeholders

Primary Duties:

- Handle all aspects of LPC meetings organisation including Annual General Meeting (AGM).
- Manage elections.
- Oversee the accounts and assist the LPC Finance Officer and Chief Officers in cost control and resource optimisation.
 - Manage CPHIOW budget.
 - Handle accounts payable and receivable and account reconciliation.
- Oversee Human Resources coordination:
 - payroll processing, pension management,
 - annual and sick leave management.
 - Manage expenses of LPC members, employees and CPHIOW office.
- Management of shared documents and review dates.
- Support effective communication with stakeholders, including:
 - Maintaining the contractor database.
 - Keeping contact and engagement information up to date for key business stakeholders.
 - Manage and maintain CPHIOW website
 - Write, collate and distribute regular communications (weekly newsletter)
 - Publish minutes of all key meetings attended.
 - Manage CPHIOW social media accounts
- Engagement with external stakeholders:
 - Design strategy for engagement with selected stakeholders based on agreed objectives
 - Attend meetings and build rapport
 - Report progress to CO and LPC
 - Organise and support contractor training events
- Provide project management support as required.
- Perform any other general office duties as required.

Skills and competencies:

This role requires a proactive, flexible, hardworking and enthusiastic individual. The role would suit someone with a background in primary care, preferably in community pharmacy. The ideal candidate would demonstrate the following attributes:

- Reliable
- Professional
- Self-motivated
- Good interpersonal skills
- Excellent communication skills, both written and verbal
- Good attention to detail
- Own transport

- Strong organisational and administration skills
- IT Skills – proficient use of Microsoft Office 365 applications: Outlook, Word, Excel and PowerPoint

Knowledge and experience:

- Understanding of the health and care landscape
- Experience of working in a primary care setting, ideally community pharmacy
- Experience in a similar role welcome