



## Job Description Pharmacy Services and Support Officer 2026

Humber Local Pharmaceutical Committee (LPC) known as Community Pharmacy Humber is the local voice of Community Pharmacy contractors within its Health & Wellbeing Board areas.

The LPC is an elected body recognised and specifically referred to in NHS legislation, set up to represent the interests of all local NHS Pharmacy Contractors.

Humber LPC represents contractors within the four Humber Health and Wellbeing Board areas: East Riding of Yorkshire Council, Hull City Council, North Lincolnshire Council and North East Lincolnshire Council.

The LPC is here to help and advise pharmacy contractors on all NHS matters and to improve pharmaceutical services to the local populations. Their primary aim is to accurately reflect and put forward the professional views and aspirations of all pharmacists engaged in community pharmacy that provide NHS pharmaceutical services in this area.

**Role Title:** Pharmacy Services and Support Officer

**Reports to:** Director of Services (DoS) and/or Profession Development Pharmacist (PDP)

**Role purpose:** To support the Director of Services and PDP to ensure smooth implementation and delivery of: Local pharmacy services, the Community Pharmacy Contractual Framework (CPCF) and targeted contractor support.

**The person:** The ideal candidate would be someone who is a qualified pharmacy technician or someone who works within the healthcare system and has experience and understanding of the current community pharmacy contract. Someone who can work well alone or as part of a team and is keen to see improvements across the sector.

**Job details:** Pharmacy Services and Support Officer for Humber Local Pharmaceutical Committee known as Community Pharmacy Humber.

**Hours:** 15 hours per week (Days to be agreed). Must include Tuesday and Wednesday initially.

**Commencement date:** As soon as available.

**Salary:** Dependent on experience.

**Other benefits:** 5 weeks annual leave plus bank holiday consideration. Six percent employee pension contribution raising to 10% at 5 years of service.

**Employment term:** Permanent Contract, subject to a three-month probationary period.

**Base Location:** Hybrid working from home and LPC Office (Hessle). Must be available to work from the office for the training period.

### Application process

To apply please send your CV along with a covering letter detailing why you feel you have the experience and skills to undertake the role to [Joanne.carter8@nhs.net](mailto:Joanne.carter8@nhs.net).

By applying for this role, you are confirming that you will be available for interview on the date/s below, should you be successfully short-listed.

**Closing date:** **Sunday 21st December 2025** or sooner if sufficient suitable applications are received.

**Shortlisting and interview notifications:** 23rd December 2025.

**Interview date:** Wednesday 7th January 2026 or Thursday 8th January 2026.

**Interview location:** LPC office, Dunston House, Livingstone Road, Hessle.

### Preparing for your interview:

- Review the outlined job role and related skills and competencies and how you would meet these.
- Look at our website for a range of useful local information – [Community Pharmacy Humber – Community Pharmacy Humber](#)

### On the day, please bring:

Identification documents – Photo ID (passport/driving license) and proof of address (utility bill, bank statement, etc.), and confirmation of right to work in the UK if not holding a valid British passport.

**Note:** Any job offer will be subject to references, including a recent work reference. Please provide the name of two referees who may be contacted should a job offer being considered.

Given the expected number of applications, individual feedback will not be provided for candidates who are not shortlisted. However, following the interview stage, candidates may request feedback once the recruitment process concludes.