Job Description

Chief Executive Officer

Accountable to	Chair and Committee
Reports to	Chair of the committee
Responsible for	Community Pharmacy Humber Team
Salary	To be agreed dependent on experience.
Working hours	Minimum of 3 days per week (22.5hours)
Location	Hybrid working, with travel across the Humber region and attendance at regional and national meetings as required.

Job Purpose

To lead Community Pharmacy Humber and support the Committee in delivering its strategic objectives on behalf of Community Pharmacy contractors across Hull, East Riding of Yorkshire, North Lincolnshire, and North East Lincolnshire.

The Chief Executive Officer will provide strategic leadership, operational management, and professional advice to the Committee, ensuring contractors are effectively represented, supported, and informed within an evolving healthcare environment.

The postholder will act as the principal officer and representative of Community Pharmacy Humber, building productive relationships with contractors, commissioners and partner organisations to influence decision-making, develop services and advance the interests of Community Pharmacy.

The Chief Executive Officer will ensure effective governance, financial stewardship, and organisational management, supporting the Committee in fulfilling its statutory, constitutional, and strategic responsibilities.

The postholder will be accountable to the Chair and Committee for the effective delivery of agreed strategic objectives, operational priorities, and organisational performance.

KEY RESPONSIBILITIES

Strategic Leadership

Responsibilities
Lead the development, implementation, and delivery of the Committee's strategic objectives.
Provide strategic advice and guidance to the Chair and Committee.
Support the Committee in delivering Community Pharmacy Humber's vision, strategic priorities, and annual business plan.

Identify and pursue opportunities arising from changes in healthcare policy, commissioning arrangements, and service development.
Support the Committee in developing its vision, priorities, and work programme.
Ensure Community Pharmacy Humber remains responsive to the needs of contractors across Hull, East Riding of Yorkshire, North Lincolnshire, and North East Lincolnshire.
Ensure organisational priorities reflect contractor needs and developments within the NHS and wider healthcare system.

Contractor Support and Representation

Responsibilities
Act as the principal point of contact and representative for Community Pharmacy contractors.
Build and maintain strong relationships with Community Pharmacy contractors throughout the Community Pharmacy Humber area.
Provide advice, guidance, and support to contractors on contractual, regulatory, and service-related matters.
Ensure contractors are informed of relevant developments affecting Community Pharmacy practice and service delivery.
Support contractors in responding to operational, commissioning, and contractual challenges.
Gather intelligence from contractors and use this to inform Committee priorities, policy positions, and engagement activities.
Promote engagement between contractors and the Committee.
Advocate for the interests of contractors and support them in navigating changes within the healthcare system.
Ensure contractor views, concerns and priorities are effectively represented within local healthcare systems and decision-making forums.

Stakeholder Engagement and Influencing

Responsibilities
Act as the principal representative of Community Pharmacy Humber with Community Pharmacy England, NHS England, Humber and North Yorkshire Integrated Care Board, Place-Based Partnerships, Local Authorities, Primary Care Networks, Neighbourhoods, Local Medical Committees, and other relevant stakeholders.

Develop and maintain productive relationships with senior leaders, NHS organisations, local authorities, healthcare providers and wider system partners across the health and care system.
Influence decision-making to promote and protect the interests of Community Pharmacy contractors.
Maintain a visible leadership presence across the Humber health and care system and represent contractors' interests at system, place and neighbourhood level where appropriate.
Represent Community Pharmacy Humber at local, regional and national meetings, forums, and events.
Identify opportunities for Community Pharmacy involvement in new services, pathways, and initiatives.

Committee Support and Governance

Responsibilities
Advise and support the Chair and Committee on matters relating to strategy, policy, governance, and operational delivery.
Work closely with the Chair and Committee to identify priorities, risks and issues requiring action or decision.
Ensure Committee decisions are implemented effectively.
Prepare reports, briefing papers, business cases, and meeting documentation to support informed decision making.
Ensure the organisation meets all constitutional, statutory, governance and legislative requirements, maintaining compliance with the Constitution, Standing Orders, and relevant regulations.
Ensure appropriate policies, procedures and risk management arrangements are maintained.

Operational Management

Responsibilities
Manage the day-to-day operations of Community Pharmacy Humber.
Ensure resources are used effectively and efficiently.
Lead, manage and support staff, contractors, and commissioned providers where applicable.
Develop and maintain effective systems, processes, and organisational controls.
Ensure compliance with information governance, data protection, and confidentiality requirements.

Financial Management

Responsibilities
Prepare and monitor budgets and financial plans.
Ensure sound financial management and stewardship of Committee resources.
Present financial information and recommendations to the Committee.
Support the Committee in making informed financial decisions.
Ensure resources are used efficiently and deliver value for contractors.
Ensure compliance with financial policies, audit requirements, and regulatory obligations.

Service Development and Project Delivery

Responsibilities
Lead and support programmes, projects, and service development initiatives.
Identify opportunities to develop and enhance Community Pharmacy services.
Work collaboratively with stakeholders to secure and implement service developments.
Develop business cases, funding proposals and commercial opportunities that support organisational objectives and contractor benefit.
Work with commissioners and system partners to identify opportunities for Community Pharmacy across the Humber area to contribute to improved patient outcomes, service delivery, and healthcare transformation.
Monitor performance and evaluate outcomes against agreed objectives.
Ensure projects are delivered within agreed timescales and resources.

Communications

Responsibilities
Develop and maintain effective communication with contractors and stakeholders.
Ensure contractors within the Community Pharmacy Humber area receive timely, relevant, and practical information relating to contractual matters, service developments, policy changes, and local healthcare priorities.
Prepare written communications, reports, consultation responses, and presentations.
Promote the role and value of Community Pharmacy across the health and care system.
Ensure accurate and timely dissemination of information to contractors.

Key Relationships

Internal

- Chair
- Committee Members
- Employees
- Contractors engaged by Community Pharmacy Humber

External

- Community Pharmacy contractors across Hull, East Riding of Yorkshire, North Lincolnshire, and North East Lincolnshire
- Community Pharmacy England
- NHS England and other NHS organisations
- NHS Humber and North Yorkshire Integrated Care Board
- Place Directors and Place-Based Partnerships
- Local Authorities and public health teams
- Primary Care Networks
- General Practice representatives
- Primary care providers and representative bodies
- Local Medical Committees and other healthcare representative organisations
- Integrated Care Partnerships and wider health and care stakeholders
- Commissioners, providers, and system partners
- Secondary care and other healthcare providers
- Neighbouring Community Pharmacy Committees
- Regional and national Chief Executive Officer networks
- Professional leadership and representative bodies