PERSON SPECIFICATION

Chief Executive Officer

This person specification should be read alongside the Chief Executive Officer Job Description and sets out the qualifications, experience, knowledge, skills, and personal attributes required to successfully perform the role.

1. Qualifications

Requirement	Essential	Desirable
Degree-level qualification or able to demonstrate equivalent knowledge and experience.	✓	
Evidence of continuing professional development.	✓	
Leadership, management, or healthcare-related qualification.		✓
Project or programme management qualification.		✓

2. Experience

Requirement	Essential	Desirable
Significant experience in a senior leadership, management, or strategic role.	✓	
Experience of working with multiple stakeholders and developing effective partnerships.	✓	
Experience influencing decision-makers and representing organisational interests.	✓	
Experience developing and delivering organisational strategy.	✓	
Experience leading programmes, projects, or service developments.	✓	
Experience managing budgets and resources.	✓	
Experience preparing reports, briefing papers and business cases.	✓	
Experience within Community Pharmacy.		✓
Experience within the NHS or wider health and care system.		✓
Experience supporting a board, committee, or governing body.		✓
Line management experience.		✓

3. Knowledge

Requirement	Essential	Desirable
Detailed understanding of Community Pharmacy, including the Community Pharmacy Contractual Framework and the contractual, commissioning, legislative and regulatory environment within which the sector operates.	✓	
Understanding of the legislative, regulatory, and professional framework affecting Community Pharmacy practice.	✓	
Good understanding of NHS structures, primary care, commissioning arrangements, integrated care systems and the wider health and care system.	✓	
Understanding of governance, accountability, organisational risk management, and financial management principles.	✓	
Understanding of stakeholder engagement, partnership working and influencing across healthcare organisations and sectors.	✓	
Understanding of the opportunities and challenges facing Community Pharmacy and the role of representative organisations in supporting contractor interests.	✓	
Knowledge of local healthcare systems and stakeholders across the Humber region.		✓
Knowledge of the role of Community Pharmacy England and Local Pharmaceutical Committees.	✓	
Knowledge of current national policy developments affecting Community Pharmacy and primary care.	✓	

4. Skills and Abilities

Requirement	Essential	Desirable
Excellent verbal and written communication skills.	✓	
Strong presentation, negotiation and influencing skills.	✓	
Ability to build credibility and productive working relationships with a wide range of stakeholders.	✓	
Ability to advocate effectively on behalf of Community Pharmacy contractors and influence decisions affecting the sector.	✓	
Ability to analyse complex information and develop practical solutions.	✓	
Strong strategic thinking and planning skills.	✓	

Excellent organisational and project management skills.	✓	
Ability to prioritise competing demands and work autonomously.	✓	
Ability to prepare high-quality reports, briefings, and presentations.	✓	
Strong digital and IT skills, including Microsoft 365 applications.	✓	
Ability to facilitate meetings, workshops, and stakeholder engagement activities.	✓	
Experience of media engagement and public-facing communications.		✓
Advanced data analysis and interpretation skills.		✓

5. Personal Attributes

Requirement	**Essential**	**Desirable**
Professional, credible, and trustworthy.	✓	
Demonstrates integrity, discretion, and sound judgement.	✓	
Resilient and adaptable in a changing environment.	✓	
Proactive and self-motivated.	✓	
Collaborative and relationship focused.	✓	
Demonstrable commitment to supporting, representing, and advocating for Community Pharmacy contractors and the essential role they play within local communities and the wider NHS.	✓	
Commitment to equality, diversity, and inclusion.	✓	
Willingness to work flexibly, including occasional evenings and travel as required.	✓	
Ability to travel regularly across the Humber area and wider region as required.	✓	
Understanding of the challenges and opportunities facing independent healthcare contractors.		✓
Established networks within Community Pharmacy or the wider NHS.		✓