

## **APPOINTMENT of a MANAGER** **Fixed term contract to cover a maternity leave in 2020**

The Prescription Medicines Code of Practice Authority (PMCPA) was established by the Association of the British Pharmaceutical Industry (ABPI) in 1993 to administer the ABPI Code of Practice for the Pharmaceutical Industry. The PMCPA operates the Code independently of the ABPI and is required to be self-financing. The Authority is responsible for the provision of advice, guidance, and training on the Code as well as for the operation of the complaints procedure whereby complaints about promotional materials or practices are taken up and considered in relation to the requirements of the Code. It is also responsible for arranging for the scrutiny of journal advertising on a regular basis and for arranging conciliation between companies when asked to do so. The Code, a leaflet briefly describing the Code and the role of the Authority and the Annual Report are available on the PMCPA website, [www.pmcpa.org.uk](http://www.pmcpa.org.uk).

The Constitution and Procedure for the PMCPA is in the Code of Practice booklet (page 42 onwards) and includes details of the complaints procedure.

### **The Authority**

The Authority is comprised of its Director, Deputy Director and two Managers. The successful candidate will join the PMCPA on a fixed term contract for approximately one year to cover a maternity leave. These appointments are made by the ABPI Board. In addition there is a Head of Communications, an Executive Officer, and two full time administrative staff.

Many enquiries are received as to the interpretation of the Code and these are dealt with by the members of the Authority as quickly as possible, following consultation with colleagues as necessary. The Authority holds seminars on the Code for up to 70 delegates about five times a year in central London and, in addition, in-house seminars are arranged for individual companies and agencies as required.

### **Complaints procedure**

One member of the Authority is assigned to prepare the case for the Code of Practice Panel to consider. The case preparation manager for a particular case must not discuss that case with the Panel nor participate or be present when the Panel considers it. The Panel will be made up of at least two of the other three members of the Authority and one of these is then responsible for progressing the case through the procedure for the Panel. For example, if the case is prepared by the Deputy Director, the Director and two Managers will form the Panel to consider that case; any one of those three will then take the lead in the drafting of minutes, reports and correspondence with the other two participating in the process.

Following a ruling by the Panel both the complainant and the respondent company may appeal the ruling to the Code of Practice Appeal Board. The Appeal Board is chaired by an independent legally qualified chairman, Mr William Harbage QC, and comprises both senior industry executives and independent members from outside the industry. For the consideration of any particular case, independent members, including the Chairman, must be in a majority. The Appeal Board meets approximately eleven times a year.

### **Job description**

The Manager reports to the Director of the Authority and details are given in the attached job description.

### **Terms of employment**

The successful candidate will be employed by the ABPI on a fixed term contract for approximately one year. The salary will be commensurate with experience. The benefits include a joint contributory personal pension, interest free season ticket loan and private healthcare.

### **Applicants**

Applicants must provide a full curriculum vitae which should include present salary and details of two referees (who will not be contacted without the candidate's prior permission) as well as possible starting dates. It is hoped that the Manager will start in either December 2019 or January 2020 for a one year fixed term contract.

### **Further details**

Further information about the Authority and its role can be obtained from Heather Simmonds (020 7747 1438) or Etta Logan (020 7747 1405).

Further information about the ABPI is available at [www.abpi.org.uk](http://www.abpi.org.uk).

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