

<b>Job title:</b>	Manager, PMCPA Fixed term contract – maternity cover	<b>Date:</b>	September 2019
<b>Reporting to:</b>	Director, PMCPA	<b>Location:</b>	London

## **1 Job purpose and background**

The Prescription Medicines Code of Practice Authority was established by the Association of the British Pharmaceutical Industry (ABPI) to administer the ABPI Code of Practice for the Pharmaceutical Industry independently of the ABPI itself. The PMCPA reports to the Code of Practice Appeal Board in relation to the operation of the complaints procedure and to the President of the ABPI for administrative purposes.

The PMCPA income comes from ABPI member companies and non members which have agreed to comply with the Code and are involved in cases. Other income comes from seminars.

The Manager will be a member of the Code of Practice Panel and help to adjudicate upon complaints made under the Code. The Manager will on occasions fulfill the role of the Case Preparation Manager and prepare cases for consideration by the Panel. The role also includes delivering training on the Code and its operation and providing informal guidance. The Manager is appointed by the ABPI Board.

## **2 Principal objectives / responsibilities**

The person appointed will be expected to contribute to the smooth running of the complaints procedure for the PMCPA including:

- Member of the Code of Practice Panel or Case Preparation Manager.
- Minutes – preparing those of the Code of Practice Panel.
- Correspondence – preparing letters and papers.
- Reports – preparing case reports.
- Participating in audits of pharmaceutical companies
- Responding to enquiries about the Code and its operation.
- Preparing cases for consideration by the Code of Practice Panel.
- Providing training on the Code and its operation.
- Participation in the PMCPA meetings.
- Developing the PMCPA website.
- Assist in the development of policy in relation to pharmaceutical industry activities covered by the Code
- Supporting the Code of Practice Appeal Board as required.

### 3 Performance criteria

Performance will be measured against annually agreed objectives.

### 4 Experience and skill set

#### ***Qualifications, skills and experience***

- Degree in biological science, pharmacy and/or law is desirable.
- Substantial practical experience of working with the Code in the pharmaceutical industry, or other similar experience in a regulated environment is desirable, experience in a legal role would also be considered.
- Excellent written and spoken communication skills.
- Intellectual rigour and ability to critically appraise large volumes of information.
- Good IT skills.
- Presentation skills.

#### ***Person specification***

- Well organized, able to prioritise workloads and work to deadlines.
- Able to maintain confidentiality.
- Good eye for detail.
- Proactive and able to work on own initiative.
- Confident in use of IT and willing to learn new skills.
- Team player who will contribute to all activities.
- Reliable, friendly and polite, with a 'can do' attitude.

### 5 Organisation chart

