

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Deputy Chief Pharmacist
Position Number:	500854
Classification:	Allied Health Professional Level 5 Grade I
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Community, Mental Health and Wellbeing Public Health Services
Position Type:	Permanent/Full Time
Location:	South
Reports to:	Chief Pharmacist
Effective Date:	June 2021
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Pharmacy Board of Australia.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<ul style="list-style-type: none">• At least five year's practical experience as a pharmaceutical chemist in either a hospital or community pharmacy, subsequent to initial registration.• Current Driver's Licence.• Relevant postgraduate qualifications
Position Features:	Some interstate travel will be required.

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Deputy Chief Pharmacist is responsible for the development and implementation of innovative strategic responses to all aspects of the Branch's responsibilities including legislative reform, regulatory compliance and automated and electronic health solutions.

Under the broad control and direction of the Chief Pharmacist and as a senior professional specialist:

- Develop and implement contemporary policies and legislation regulating the manufacture, distribution and use of drugs of dependence, medicines, poisons and therapeutic goods in Tasmania;
- Implement compliance activities, including complex investigations, to ensure the safe distribution and use of medicines and poisons in Tasmania;
- Provide expert professional advice to a diverse range of clients on a broad range of policy issues pertaining to the regulatory system for drugs and poisons; and
- Manage professional and administrative staff undertaking operational activities.

Duties:

1. Provide expert policy advice on pharmaceutical practice issues, regulatory, professional and policy matters to a wide range of clients.
2. Monitor state, national and international policy trends and scientific developments using a wide range of resources such as literature surveillance and specialist meeting attendance.
3. Consult with experts in toxicology, epidemiology, pest control, veterinary health, pharmacology, public health and other relevant fields.
4. Under the broad direction of the Chief Pharmacist, exercise statutory functions and delegations assigned to the Deputy Chief Pharmacist in the relevant legislation.
5. Consult with a wide range of organisations and individuals who are affected by regulatory policies and legislation including other Australian and State Government agencies, professional organisations, registration boards, industry organisations, manufacturers, hospitals, professional practitioners and the public. In collaboration with departmental legal advisors provide advice on the drafting of regulatory and other legislative amendments. As requested, provide advice and recommendations through the Chief Pharmacist to the Secretary and Minister on a range of matters relating to drugs and poisons.
6. As a senior professional practitioner, evaluate applications for a wide range of licenses and approvals relating to drugs and poisons. Issue licenses, authorities and permits as appropriate.
7. Manage professional and administrative staff undertaking operational activities.
8. Develop and implement innovative strategies to continually improve the efficiency and quality assurance of branch functions, with a specific focus on data entry, assessment of applications and issuing of authorities, licences and permits.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
10. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- This position exercises delegations in accordance with a range of Acts, Regulations and administrative authorities and functional arrangements mandated by statutory office holders including the Secretary of the Department. Details of delegations to this position are provided to the occupant and must be exercised in accordance with any specified limitations.
- Responsible for providing high level technical advice and for decisions regarding the regulation of drugs and poisons that have a high impact on the Tasmanian Government, the Department, public and private health service providers, industry, suppliers and the wider Tasmanian community. This includes ensuring that all decisions and advice meet public health and safety objectives.
- Through membership on the National Advisory Medicines and Chemicals Scheduling committees, is required to apply specialist professional knowledge, skill, expertise and judgment to continuously changing, complex and critical matters of major importance to the Department and the community, in regard to the safe manufacture, distribution, availability and use of toxic substances.
- Responsible for ensuring that regulatory policies and legislation properly reflect and encourage best clinical practice and standards. Undertake the required development and implementation of legislation and to consult with groups affected by legislative and policy changes including other government agencies, professional organisations, registration boards, industry organisations, manufacturers, hospitals, professional practitioners and the public
- Undertakes complex investigations that requires co-operation with other investigating agencies.
- The occupant manages professional and administrative staff undertaking operational activities under the general direction of the Chief Pharmacist.
- Represents the Secretary and Chief Pharmacist on various national and State Committees.
- Deputises for the Chief Pharmacist.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Comprehensive knowledge of relevant Tasmanian legislation including *Poisons Act 1971*, the *Therapeutic Goods Act 2001* and relevant Commonwealth and jurisdictional legislative schemes applicable to control of drugs, poisons and therapeutic goods.
2. Comprehensive knowledge of the drugs and poisons manufacturing and distribution industries, including poppy cultivation and narcotic manufacturing.
3. Experience in policy and strategy development, planning and implementation, particularly in regard to the regulation of drugs and poisons.
4. High degree of analytical, conceptual, communication and negotiation skills, including the ability to provide high-level technical advice to senior managers. Demonstrated capacity to work collaboratively with diverse practitioner groups and other organisations for which drugs and poisons play a significant role.
5. Research, evaluation and investigative skills, together with experience in counselling, inspection and enforcement.
6. Demonstrated capability to manage people and resources, including effective management, administrative and strategic skills to support the Branch's operational and organisational objectives.
7. Demonstrated capability to deliver and implement innovative automated and electronic health solutions.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).