

# Pharmacy Research *UK*

## **Trustee of Pharmacy Research UK – job description and person specification**

Remuneration	No remuneration, but expenses covered
Location	East Smithfield, London, E1W 1AW
Time commitment:	4 board meetings per year

### **Background**

Pharmacy Research UK is the principal funder of research into pharmacy in the UK. We work to benefit the health of the public through research that can drive positive change in the practice of pharmacy and highlight the vital role that pharmacy plays in our health services. Our work is overseen by our board of trustees. You can find more information about our work on our website here: [www.pharmresuk.org.uk](http://www.pharmresuk.org.uk)

The board meets in London four times a year, at Pharmacy Research UK's offices in the headquarters of the Royal Pharmaceutical Society near Tower Bridge.

We expect our trustees to actively contribute to the oversight of the organisation, through meetings or committees, and to be able to attend (or dial in to) a majority of board meetings each year.

Trustees are appointed for terms of three years after which they may be re-appointed. PRUK also has a Finance and Investment Committee that takes additional responsibility for overseeing our finances – trustees who choose to sit on the committee normally attend an extra meeting just before our main board meeting.

If you need more information about the role, or want an informal discussion, you can contact our chief executive, Guy Parckar, on [guy.parckar@pharmresuk.org.uk](mailto:guy.parckar@pharmresuk.org.uk) or by phone on 07967 145 755.

## **Job description**

The statutory duties of a PRUK trustee are as follows:

- Ensuring that the organisation pursues its stated objects (purposes), as defined in our charity deed through setting the strategic direction for the organisation;
- Ensuring that PRUK complies with our trust deed, charity law, company law and any other relevant legislation or regulations;
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public;
- Overseeing and approving the distribution of our research grants;
- Safeguarding the good name and values of the organisation;
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place;
- Ensuring the financial stability, and sound financial management, of the organisation;
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the CEO, and where appropriate others in the staff team.

In addition to these statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## **Person specification**

- A commitment to the vision and values of Pharmacy Research UK;
- A willingness to devote the necessary time and effort to supporting the organisation;
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.