

## POSITION DESCRIPTION

Position details	
<b>Position title</b>	Pharmacist - Authorised Officer (Hospital and community pharmacy inspector)
<b>Employment status</b>	Permanent, part-time, minimum 30 hours (4 days) per week; OR Permanent, full-time, 38 hours per week
<b>Organisation</b>	Victorian Pharmacy Authority
<b>Salary range</b>	\$95,000 to \$105,000 (adjusted on a pro rata basis) (plus superannuation)
<b>Work location</b>	Office based at L8, 369 Royal Parade, Parkville VIC 3052; field work throughout Victoria; may also be required to work from home
<b>Further information</b>	Please address enquiries to Helen Newett by emailing: <a href="mailto:enquiries@pharmacy.vic.gov.au">enquiries@pharmacy.vic.gov.au</a>
<b>Closing date</b>	13 March 2026

### About the organisation and the position

#### *The Victorian Pharmacy Authority*

The Victorian Pharmacy Authority (**VPA**) regulates pharmacy businesses, pharmacy departments and pharmacy depots in Victoria. Its activities include licensing the owners of pharmacy businesses and pharmacy departments, and registering the premises of pharmacy businesses, pharmacy departments and pharmacy depots.

The VPA is responsible for

- ensuring that all Victorian pharmacies are owned, operated and controlled only by registered pharmacists in accordance with the *Pharmacy Regulation Act 2010 (Act)*
- ensuring that registered premises meet the requirements of the Act and the VPA Standards.

Authorised Officers visit registered premises and approved establishments to monitor compliance with the Act and VPA Standards and support pharmacists to engage in good regulatory practice.

#### *Values*

The VPA has adopted the Victorian Public Sector Values of:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

Our values are vital to who we are, our success and to help us ensure our people are productive, safe, happy and healthy.

#### *The position*

This is a unique and varied role for an experienced pharmacist who would like to contribute to the success of a leading pharmacy regulator.

The main duties of the role are to

- Undertake inspections of
  - hospital pharmacy departments
  - pharmacies, and
  - prepare reports relating to inspections.
- Assess applications for premises registration, licensing and other approvals
- Participate in project and engagement work.

The position is part of a professional and enthusiastic team that works collaboratively to achieve quality outcomes for the VPA.

The position of Pharmacist - Authorised Officer reports to the position of Senior Pharmacist.

#### *Employment status*

- Permanent, full-time, 38 hours per week; OR
- Permanent, part-time, minimum 30 hours (4 days) per week

#### *About you*

- An experienced pharmacist with extensive hospital pharmacy experience and also community pharmacy experience
- Ability to work in a fast-paced team environment dealing with competing priorities
- Enthusiastic and self-motivated, keen to contribute to improving systems and processes
- Excellent interpersonal, negotiation and problem-solving skills
- A confident and strategic communicator with excellent written skills and strong attention to detail.

#### **Key accountabilities**

- Conduct inspections of hospital pharmacy departments (primarily), community pharmacies, pharmacy depots and other VPA-approved establishments
- Inform licensees and pharmacists in relation to compliance with the Act, VPA Standards, VPA Guidelines and good pharmacy practice
- Prepare reports of inspections, investigations and other matters as required
- Investigate notifications made to the VPA relating to alleged or suspected breaches of the Act and/or VPA Standards
- Undertake the impartial and consistent assessment and processing of applications for premises registration, licences and other approvals in accordance with the Act, VPA policies, procedures and service standards
- Correspond with applicants and their representatives in relation to applications and approvals. Provide clear and accurate information to stakeholders about application processes. Engage with stakeholders to identify improvements to application and approval processes.
- Refer applications that do not meet VPA requirements, or which are otherwise outside delegation to the Authority for a decision, prepare related agenda items and undertake related follow-up actions based on decision-making outcomes
- Undertake project and engagement work
- Respond to written and verbal enquiries, provide timely advice and undertake general follow up action as required
- Advise consumers on matters relating to potential notifications to the VPA
- Manage complaints/notifications received about pharmacy premises or owners
- Liaise with officers of the Victorian Department of Health and the Australian Health Practitioner Regulation Agency on matters relating to pharmacies, pharmacy departments and pharmacy depots as required
- Work effectively and collaboratively as a member of the VPA team while meeting assigned timelines and quality outcomes and contributing to the effective functioning of a small team.

### Other duties as required

- Assist with other activities including but not limited to the assessment of applications, pharmacy business ownership audits, notifications regarding applications and pharmacy commercial arrangements and the administration of panel hearings
- Contribute to the development of VPA publications, communications and resources to support compliance
- Undertake any other duties as reasonably required under the direction of the Registrar or Senior Pharmacist.

### Key selection criteria

#### *Essential qualifications and experience*

- Current general registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA)
- Relevant and extensive experience in hospital and community pharmacy practice
- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa
- A Victorian Driver's Licence or equivalent and own vehicle
- Demonstrated understanding of and ability to work to and interpret legislation including legislation controlling the ownership, licensing and registration of pharmacy businesses and pharmacy departments in Victoria
- Demonstrated working knowledge of pharmacy practice standards and guidelines
- High standard of computer skills including Microsoft Office.

#### *Desirable qualifications/experience*

- Previous experience working for a regulator or relevant regulatory experience
- Experience in a variety of pharmacy practice settings relevant to the role including complex compounding (sterile and non-sterile).

#### *Capability requirements*

- Teamwork:
  - Works collaboratively with others and operates as an effective team member, all working toward a common goal. Understands and is committed to delivering service delivery standards; plans and prioritises to meet service targets and deadlines; ability to work within a small, dedicated team environment; delivers information in a considerate and respectful manner.
- Decision Making:
  - Makes informed decisions through the gathering of relevant information and data, seeking opinions of others, and considering multiple viewpoints. Analyses options to come up with effective solutions/outcomes. Approaches all areas of work with a risk-based mindset.
- Leadership:
  - Motivates others, sets deadlines and demonstrates effective relationship building and handling of conflict. Maintains positive relationships with colleagues and stakeholders. Takes responsibility and accountability for own actions and behaviours. Responds to pressure in a calm manner.
- Problem Solving:
  - Applies experience and understanding of work processes and practices to address problems, escalates complex issues where required. Suggests alternative approaches to solutions that contribute to positive outcomes.
- Organisational Skills:
  - Ability to prioritise and manage tasks within set timeframes. Achieves results by prioritising workloads, effective time management and efficiency with resources. Shows excellent attention to detail and precision in record keeping.
- Adaptability:
  - Effectively adapts to changing environment/conditions, shows resilience in persevering to achieve tasks while coping effectively with setbacks and challenges.

- **Communication & Collaboration:**
  - Presents in a confident and professional manner, with excellent written and verbal communication that is clear and concise, logical and grammatically correct. Has the ability to influence and negotiate to seek alternative approaches for problem solving. Proposes actions based on an appreciation of client and stakeholder needs.
- **Industry Awareness:**
  - Demonstrates knowledge and awareness of current trends, advances, and best practice within the pharmacy industry. Proposes actions based on an appreciation of duty holder and stakeholder needs and relevant legislation and guidelines.

## **Important information**

### *Conduct and ethics*

- All VPA employees are required to comply with the [Code of Conduct](#) for Victorian Public Sector Employees and other policies and procedures issued from time to time by the VPA
- All VPA employees are expected to
  - actively participate in staff training and development initiatives
  - undertake training and maintain competence in the use of the VPA's information management systems.

### *Equal Opportunity Employer*

- VPA is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTQIA+, people with disability, as diversity and inclusion drives our success.

### *Health and safety*

- The VPA is committed to maintaining a safe working environment and protecting the health, safety and well-being of all employees
- The VPA promotes a physically and psychologically healthy and safe work environment
- VPA staff have access to a comprehensive Employee Wellbeing and Support Program
- Safety is everyone's responsibility at the VPA
- The occupational health and safety requirements of this position include, but are not limited to activities involving:
  - Driving
  - Sedentary desk work
  - Manual handling.

### *Information handling and privacy*

- The VPA requires employees to provide declarations and personal information relevant to their employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Principles in the *Privacy and Data Protection Act 2014 (Vic)*
- The VPA is committed to good electronic recordkeeping and requires all staff to maintain full and accurate records of their work-related activities using designated electronic systems.

### *Probity*

- Employment will be subject to evidence of the right to work in Australia, satisfactory reference checks and a satisfactory National Criminal History Record Check.

### *Conflict of Interest & Declaration of Private Interests*

- Employees of the VPA will be required to sign a conflict of interest form. You may be precluded from consideration for this position in any actual, potential or perceived conflicts of interest cannot be reasonably managed according to the Conflict of Interest Policy.

*Work environment*

- VPA offers a flexible work environment which may include a hybrid of field and office-based work. You may also be required to work from home
- This position involves field work throughout Victoria including significant driving, managing your workload in accordance with the VPA's inspection program
- Periodic attendance at the VPA's Parkville office will be required.

*Risk management*

- VPA employees are accountable for adopting a proactive risk management approach to all VPA activities within their responsibility.

**Terms and conditions**

- Terms and conditions in accordance with National Employment Standards and [Victorian State Government Agencies Award](#)
- Car Allowance in accordance with Victorian State Government Agencies Award
- The position will be subject to a probation period of six months
- All appointments are subject to a satisfactory National Police History Check and identity check as part of the recruitment assessment process.

**Privacy Notification**

VPA affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.