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**Role Profile**

**Job Title:** Higher Clerical Officer – Pharmacy Stock Control

**CAJE ID:** NHSL10/077

**Band:** 3

**Accountable to:** Chief Pharmacy Technician, Pharmacy Stock Control

**Reports to:** Lead HEPMA/PSC Pharmacist

**Job Purpose**

The key responsibilities of this role include supporting the operation, maintenance and enhancement of pharmacy computer systems, particularly JAC and Medecator to ensure data accuracy and efficient stock management. Duties involve downloading electronic invoices from Medecator, uploading them to JAC, configuring PCs, laptops, printers and installing JAC software. The role also includes monitoring and resolving data discrepancies, overseeing drug procurement and contract management, providing training and support to pharmacy and finance staff. The post-holder is expected to troubleshoot system issues independently, ensure compliance with pharmaceutical standards and liaise with NHS Lanarkshire staff, external suppliers, and national health services Scotland (NHSS). These efforts contribute to maintaining effective stock control and financial operations across three hospitals.

The post holder will also be expected to;

* Have an understanding of stock procurement and computer systems.
* Have advanced skills in Microsoft Office and system administration.
* Have an understanding of regulations like the Freedom of Information Act and SFIs.
* Have the ability to handle complex problem-solving independently.
* Be able to identify IT faults.
* Provide advanced training and support for users of the pharmacy systems.
* Operate a help desk for system issues and providing unsupervised guidance to resolve technical problems.
* There are also greater physical demands, such as driving between sites and handling IT equipment.