



POSITION DESCRIPTION

POSITION TITLE: THERAPEUTIC GROUP MANAGER

Location: WELLINGTON

Reports to: MANAGER, FUNDING & PROCUREMENT

Date: May 2009

PURPOSE OF THE POSITION

The primary purpose of this role is to lead and manage PHARMAC's processes for pharmaceutical funding and expenditure management, within assigned therapeutic groups. This is a senior role within PHARMAC, with the financial impact of decisions within therapeutic groups each year typically being in excess of \$50 million.

The vehicle for managing funding and expenditure is through changes to the Pharmaceutical Schedule in respect of decisions on listing new medicines, delisting existing medicines, application of criteria for access to subsidies, and amendment of price and subsidy (through negotiation, or application of other tools such as reference pricing).

The role has a particular responsibility for an assigned range of therapeutic areas for pharmaceuticals used predominantly in the community (typically dispensed by retail pharmacies).

PHARMAC'S OBJECTIVE

PHARMAC's objective is to secure for eligible people in need of pharmaceuticals the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided.

PLACE IN THE ORGANISATION

This position forms part of the Funding and Procurement team. The activities of this team are central to PHARMAC in its goal of obtaining value for money from its budget for pharmaceuticals. The team manages all applications for funding pharmaceuticals, from first application through

clinical and economic assessment, to negotiation with suppliers and a final decision by PHARMAC's Board. The team also manages the development and implementation of commercial transactions with the aim of obtaining value for money from baseline spending.

DIMENSIONS AND AUTHORITIES

The position has expenditure authority of up to \$1,000 per decision in relation to PHARMAC's operational budget. All service budget decisions are made by PHARMAC's Board (or Chief Executive under delegated authority).

WORKING RELATIONSHIPS

The position requires excellent skills in relationship building and management, as the Funding and Procurement team works with a wide range of stakeholders. Important relationships include:

- Pharmaceutical suppliers
- PHARMAC Board
- PTAC and relevant subcommittees
- Clinicians and representative groups
- Patients and representative groups
- Ministry of Health
- Ministers and MPs

KEY ROLE REQUIREMENTS

Applications for new listings

- Appraise suppliers (and occasionally, clinicians) applications and obtain PTAC and/or its sub-committees advice regarding potential new Pharmaceutical Schedule listings.
- Undertake or coordinate assessment of the cost-effectiveness of new investments, and participate in PHARMAC's prioritisation of investment opportunities.
- Lead in the process of listing new pharmaceuticals (or amending existing listings) as follows:
 - Negotiate contracts with suppliers for Pharmaceutical Schedule listings (also see commercial activities, below).
 - Undertake consultation with relevant stakeholders and consumers.
 - Write and present the business case to PHARMAC's Board.
 - Co-ordinate the implementation of decisions e.g. communication with pharmacists, prescribers etc.

Commercial activities in relation to savings transactions and/or funding applications

- Identify commercial opportunities that would derive savings from baseline spending (e.g. competing products and/or competition for market access, patent expiry etc).
- Invite and/or respond to commercial proposals offered by pharmaceutical suppliers (e.g. develop and run an appropriate procurement process such as tender, RFP, negotiation).
- Conduct (or co-ordinate) the commercial assessment of proposals, including commercial, legal and clinical considerations.
- Conduct the implementation of transactions, including making a business case to PHARMAC's Board.
- Lead the management of any disputes (formal or informal) that arise in relation to Therapeutic Groups and contracts for which you are primarily responsible.

Pharmaceutical Schedule Maintenance

- Ensure that information about subsidies and access to pharmaceuticals within each assigned therapeutic group that is published in the Pharmaceutical Schedule, monthly Updates or other PHARMAC communications is correct and current.
- In conjunction with the relevant Contracts analyst:
 - Assess the need for subsidy increases following supplier price increases and implement such decisions, where appropriate.
 - Respond to and resolve pharmaceutical supply issues, should they arise
 - Negotiate variations to contracts as required
- Manage relationships with suppliers in the assigned therapeutic group.
- Provide expert information and advice to PHARMAC staff and affected external parties on the pharmaceuticals within the groups being managed (e.g. advice to spokespeople dealing with media queries).
- Respond (or co-ordinate a response) to phone calls and correspondence related to assigned therapeutic groups.

Other

- Manage other projects as required. A broad range of projects arise regularly, and as PHARMAC is a small team individual expertise in particular areas is highly valued.

KEY COMPETENCIES (IDEAL SPECIFICATION)

- In-depth knowledge of pharmaceuticals and the pharmaceutical sector.
- Superior communication skills, written and oral.
- Substantial experience in science, health professions, or economics.

- Capacity to understand and work in commercial environments.
- Time management and prioritisation.
- Contract negotiation.
- Dispute resolution.
- Working knowledge of the NZ health sector.
- Project management skills and the ability to lead project teams.
- Strong relationship management skills and ability to develop networks.
- Strong team player

PHARMAC's culture and values

PHARMAC expects all of its employees to champion its organisational values and contribute to making PHARMAC an even greater place to work. The values are set out below.

Time is valuable, so lets **MAKE IT HAPPEN**. We'll do what we know needs doing through commitment, using initiative and being proactive. Through ongoing development of ourselves and our organisation capability (including systems and processes), we'll continually strive to make high quality, timely decisions.

We play **ABOVE THE LINE**: firm but fair, compassionate, constructive and welcoming of challenge to bolster the quality of our work. Using interpersonal savvy, we'll build sustainable relationships to achieve outcomes sensitive to others' perspectives. Our actions and behaviours will support the highest standards of professionalism, integrity and service.

WE ADD VALUE – We'll keep or start doing stuff that adds value; and stop or reduce that which doesn't. Plus, while successful today, we recognise we're only as good as our next result. We'll learn lessons from experience, take managed risks, think strategically and innovate to remain "best practice". We're anything but complacent, knowing that comfort is the enemy of learning and sustained success.

UNITY – Only when we work well with each other (in and across teams), and work well with stakeholders, will we maximise our effectiveness. Working together, in a caring way, to achieve health outcomes.