

Job Description: IPU Professional Academy Teaching and Learning Pharmacy Technician

Introduction

The Irish Pharmacy Union (IPU) is the professional representative and leadership organisation for community pharmacists, with a membership of approximately 2,400 pharmacists working across more than 1,900 community pharmacies throughout Ireland. Our vision is to be the authoritative voice of community pharmacy and a driving force in the evolution of accessible, equitable, and patient-focused primary healthcare.

The IPU Professional Academy is the centre of learning for pharmacy teams in Ireland, providing a one stop shop for all professional development, training and other learning resources. We aim to enhance the skills and knowledge of pharmacy teams through a range of interactive learning platforms (live, distance and eLearning) providing easy access to high-quality educational content.

We are looking for a dynamic, highly motivated pharmacy technician who is a team player, ideally has recognised qualifications and/or experience in the area of teaching and learning and works well in a fast-paced environment to support the professional activities of the IPU Professional Academy. This is an exciting opportunity to work within a small, dynamic team, which has a strong focus on supporting the training needs of community pharmacy. This role will focus on the delivery and assessment of training programmes run by the IPU Professional Academy.

Job Description

Note: This Job Description may be subject to change to reflect the evolving requirements of the IPU in delivering its strategic objectives.

Job Title: IPU Professional Academy Teaching and Learning Pharmacy Technician

Reporting to: IPU Professional Academy Teaching Learning and Development Lead

Department: IPU Professional Academy

Term of Contract: Permanent

Hours of Work: 35 hours/week, working IPU standard working hours with the exception of 1 day working 1pm to 9pm (subject to ongoing review)

Location of Post: IPU Office, Butterfield House, Butterfield Avenue, Rathfarnham, Dublin 14.

Grade: HSE Pharmaceutical Technician

Informal Enquiries: Contact Pia Fennell via pia.fennell@ipu.ie or telephone 01-4936401

Key Responsibilities

You will be working as part of the IPU Professional Academy team with a broad remit and a wide range of responsibilities which are key to delivering on the IPU's agenda, including:

- Delivery of programme/course content in accordance with validated specifications;
- Assessment of learner coursework in accordance with validated specifications;
- Fully participating in and complying with the requirements of the quality assurance processes as set out by the IPU Professional Academy;
- Utilising your pharmacy technician knowledge and experience to support with Teaching and learning;
- Providing student support;
- Fostering relationships with important external stakeholders; and
- Any other duties as may reasonably be required.

Teaching and Learning

This function lies at the core of the IPU Professional Academy's commitment to ensuring that community pharmacies can access relevant, high quality training programmes that support their teams to deliver services in a safe, effective, patient focussed manner. As part of this responsibility, you will be expected to:

- Delivering programme/course content in accordance with validated specifications;
- Planning and delivering structured learning sessions using appropriate teaching and learning methodologies suited to adult learners and programme/course specific learning outcomes;
- Ensuring learning activities support the achievement of knowledge, skill and competence commensurate with the relevant qualification;
- Facilitating a positive, inclusive, and supportive learning environment that enables learner engagement and progression;
- Utilising own experience as a technician in providing appropriate and suitable learning situations and content
- Communicating effectively to ensure learners are aware of expectations and related IPU supports;
- Fostering collegiate working relationships across pharmacy and the wider health sector;
- Contributing to and maintain content on IPU website; and
- Encouraging engagement with and between learners.

Learner support and progression

Supporting learners to engage with and progress through their chosen programme of education is a core objective of IPU Professional Academy. Responsibilities in this space include:

- Delivering of programme information sessions (e.g. IPU Technicians Course Training Information Sessions) as required to support learners in understanding programme structure and progression;
- Monitoring learner engagement and progress and identifying learners who may require additional support;
- Being available to provide support to learners via phone/email during agreed teaching and learning hours of operation of IPU Professional Academy;
- Referring learners where appropriate, to identified relevant academic or learning supports;
- Promoting good academic practice, including academic integrity, referencing, and avoidance of plagiarism;
- Supporting learners' progression pathways and awareness of further education or professional options, where appropriate.

Assessment of learners

Assessment of learners is fair and consistent and is carried out professionally at all times in line with IPU Professional Academy standards, policies and procedures. Assessment related responsibilities include:

- Assessing and marking learner submissions in line with agreed and, where relevant, accredited standards;
- Completing assessments and uploading learner grades to the IPU Professional Academy Learning Management System in a timely manner in accordance with relevant policies, programme timetables and associated deadlines;
- Where relevant ensuring that relevant coursework is verified by a suitably qualified (i.e. pharmacist registered with the Pharmaceutical Society of Ireland) expert witness;
- Ensuring all assessment is conducted in line with documented standards and decisions are fair, valid and reliable; Providing clear, constructive formative and summative feedback to learners within agreed timeframes; and
- Supporting learners through assessment requirements and clarify expectations while maintaining assessment integrity.

Quality assurance and compliance

IPU Professional Academy is committed to quality in education and training provision. Quality is essential to ensure that education and training programmes are delivered consistently and to an agreed standard, enabling learners to achieve the intended learning outcomes. It also supports continuous improvement by identifying good practice and areas where delivery and learner support can be strengthened. Documented quality assurance policies and procedures reflect the

IPU Professional Academy's commitment to quality. Fully participating in and complying with the requirements of the quality assurance processes is essential. Relevant responsibilities include:

- Attending standardisation meetings where relevant for a particular programme of training;
- Having assessment of learner submissions assessed by an internal quality assessor in accordance with the relevant quality assurance requirements in place for any given course at any given time;
- Participation in internal verification / internal quality assurance processes as required;
- Maintaining accurate and complete records of attendance, assessment, feedback and learner progress; and
- Engaging with external authentication processes when requested.

Person Specification

Essential

- Qualified pharmaceutical technician with a pharmaceutical technician qualification equivalent to or at a higher level than a BTEC Level 3 Diploma in Principles and Practice for Pharmacy Technicians ("IPU Pharmacy Technicians Course")
- Minimum of 3 years post qualification experience working as a pharmacy technician in a community pharmacy setting(s);
- Knowledge of pharmacy legislation, regulatory environment and professional service delivery issues; and
- Possess the requisite knowledge and ability for the proper discharge of the responsibilities of this role.

Desirable

- Qualification or experience in the area of teaching and learning; and
- Experience in the use of Microsoft Office suite.

Skills

- Excellent communication (written and verbal) with an ability to effectively adapt communication style and learner support as required by the learner(s) and/or the situation;
- Strong organisational and administrative skills including a high level of accuracy and attention to detail;
- Team Player – works collaboratively with others to maximise individual and team effectiveness in order to achieve required service levels;
- Self-awareness – has a clear understanding of own strengths and how to best utilise these within the team context;

- Growth mind-set – has a belief that their talents can be developed through application, good strategies and input from others;
- Commitment to continuing professional development;
- Adaptability – be able to deal with a number of priorities and demands at the same time and have an ability to manage interruptions requiring changes in priorities;
- Ability to use own initiative, to focus on and produce results and to prioritise objectives;
- Ability to handle confidential information with discretion;
- Ability to build and sustain internal and external networks and partnerships;
- Ability to take direction and meet deadlines and to work at pace when required.

Particulars of the Post

The appointee to the post will report to the IPU Professional Academy Teaching, Learning and Development Lead. Similar vacancies that arise in the next 6 months may be filled from the pool of applicants that apply for this position.

Application Process

To apply, please complete the application form and, together with your CV, email to careers@ipu.ie or submit via the IPU Jobs Portal (<https://jobs.ipu.ie>) by 5:00pm on the closing date (Monday 3 August 2026).

Shortlisted candidates will be invited to attend a formal, competency-based interview(s), which will take place at the IPU offices in Butterfield House, Rathfarnham, Dublin 14. Interviews will be conducted in person.

For informal enquiries, please contact Pia Fennell by email at pia.fennell@ipu.ie.