

Job Description: Pharmacy Stores Manager

Location: Welbeck, London

Corporate Function: Pharmacy

Reporting to: Centre Director - Pharmacy

Contract: Full-time, Permanent

About Welbeck: Redefining Private Day Surgery

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and multidisciplinary teams are empowered to deliver world-class care, exceptional outcomes and seamless patient experiences.

The Role: Pharmacy Stores Manager

This is an exciting opportunity to establish and lead a new pharmacy stores service, ensuring the efficient procurement, pricing, storage, distribution, and stock control of medicines and pharmacy consumables across the hospital. The role is responsible for maintaining continuity of supply, delivering value for money, and supporting the safe and effective provision of pharmacy services to both internal departments and external healthcare providers.

Working closely with suppliers, clinical teams, and pharmacy colleagues, you will oversee pharmacy inventory management, robotics operations, dispensary stock availability, and ward top-up services. You will play a key role in driving service improvements, maintaining regulatory compliance, and leading a high-performing pharmacy stores team to deliver an efficient, cost effective, and patient-focused service.

Key Responsibilities

- Lead the procurement and sourcing of medicines and pharmacy consumables from approved suppliers, collaborating with the wider Welbeck Procurement team.
- Manage medicine and pharmacy product pricing, ensuring accuracy and identifying cost-saving opportunities.
- Establish, maintain, and review supplier accounts, contracts, and service agreements.
- Monitor and optimise pharmacy inventory levels to minimise wastage, shortages, and expired stock.
- Oversee stock management and operational performance of pharmacy robotics systems.
- Manage and develop top-up services to clinical areas ensure timely stock replenishment.
- Design, implement, cost, and review top-up box services for clinical departments.
- Ensure adequate dispensary stock levels are maintained to support uninterrupted patient care.
- Provide operational dispensary support, including prescription processing, dispensing, and payment handling when required.
- Lead, develop, and manage pharmacy stores staff, ensuring effective training, workload management, recruitment and performance oversight.
- Overseeing smooth running of the service to maintain high quality governance and safety, including incident reporting and investigations, developing and maintaining SOPs and conducting audits.

About You

You are an experienced pharmacy professional with strong expertise in medicines procurement, stock management, and supplier relationship management. You have a proven ability to negotiate with suppliers, manage budgets and pricing structures, and ensure the continuous availability of medicines while identifying opportunities for cost savings and service improvements.

You are an effective leader with experience managing and developing teams, promoting high standards of performance, and fostering a culture of continuous improvement and effective collaboration with internal and external stakeholders. With excellent organisational, analytical, and communication skills, you are committed to regulatory compliance, patient safety, and delivering high-quality pharmacy services in a dynamic healthcare environment.

You'll also bring:

- Strong knowledge of medicines procurement, inventory management, and pharmacy supply chain operations.
- Experience negotiating with suppliers and managing commercial relationships to achieve best value.
- Understanding of pharmacy governance, regulatory requirements, and compliance standards, including MHRA requirements.
- Experience working with pharmacy robotics and automated stock management systems.
- Strong leadership skills with the ability to motivate, develop, and manage multidisciplinary teams.
- Excellent analytical and financial skills, with experience managing pricing structures and identifying efficiencies.
- A proven proactive approach to service development, process implementation and improvement, and audit activities with strong ambition to implement and grow excellent services to enhance care pathways.
- Strong communication and stakeholder management skills, with the ability to work effectively across clinical and operational teams.
- Experience of working in a Pharmacy Stores/Distribution service as a Registered Pharmacy Technician, registered with the General Pharmaceutical Council, staff management experience and dispensary experience

Why Welbeck

This is an opportunity to join one of the UK's most ambitious and innovative private healthcare organisations at a pivotal stage of growth.

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.
- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.