

## **Job summary**

The Portland Road Practice is a well-established PMS practice delivering patient-centred care to the residents of Holland park and its environs. We have a growing list size of over 9000 patients in a cosmopolitan and socially diverse community. We are a training practice for Registrars and FY2's and the education and training of our staff is at the heart of our values as an employer. We have a growing primary care team, including GP's nurses, HCA's, pharmacists, social prescribers, case manager's and health and social care support workers.

Our practice has been established for over 40 years and continuity of care is very important to our staff and patients alike. We have always worked well with, and been respected by other health stakeholders and are now a member of West Hill Health, a 10 practice primary care network. The role of the practice manager is central to maintain relationships with our colleague practices and the successful candidate will be expected to take on this role with enthusiasm.

We are looking for a manager to build on our existing successes and lead this friendly 3-partner practice into the next phase of its development. The success candidate will have acquired appropriate experience, HR, finance, strategic planning and business development. The ability to respond pro-actively to the constant changing nature of NHS primary care as well as lead and managing a multi-disciplinary team is essential.

## **Main duties of the job**

As Practice Manager you will ensure delivery of high quality care to patients of the practice. You will provide management for the practice in terms of leadership, strategic management, operational management, communication, project management, business development, financial planning and management, management of service delivery, contract delivery and performance, and all aspects of HR management. You will work closely with the partners and support them in maintaining and improving financial sustainability.

Salary according to experience 45k to 55k plus performance related bonus.