

Person Specification - Practice Manager Stokewood Surgery

Essential

- Previous experience in a senior management role
- Strong leadership and organisational skills with the ability to multitask and problem-solve.
- Experience in financial management, HR, and compliance.
- Experience of performance management, including appraisal writing, staff development and disciplinary/grievance procedures.
- Experience of workforce planning, forecasting and development
- Experience of successfully developing and implementing projects
- Good standard of education with excellent literacy and numeracy skills
- Excellent interpersonal and communication skills.
- Excellent IT skills
- Driving Licence

Desirable

- GP practice, healthcare setting, or NHS management role.
- Knowledge of NHS contracts, CQC requirements, and GP practice operations.
- A degree or diploma in Healthcare Management, Business administration, or a related field.
- Experience working within Primary Care Networks (PCNs).
- Understanding of Quality and Outcomes Framework (QOF) and Enhanced Services.
- Proficiency in practice management software (e.g, EMIS) is desirable.

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Equality and Diversity

The post holder will support the equality, diversity and rights of patients, carers and colleagues Act in a way that recognises the importance of peoples rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation

Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues

Behave in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights