

UNIVERSITY HEALTH SERVICE

PRACTICE BUSINESS MANAGER

Edinburgh, EH8 9AL

37.5 hours per week – full time

Salary in the range of £50,000- £65,000 per annum depending upon experience

A unique and exciting opportunity has arisen for an accomplished and highly-motivated manager with strategic vision, to join this long established and respected 7 Partner GP medical practice.

Located in the heart of the University of Edinburgh campus and with a unique relationship with the University, the practice offers patient services to a registered list of c. 24,400 patients. This is a forward-thinking GMS (General Medical Services) teaching and training practice with enviable patient reviews.

The successful candidate will have a hands-on approach and take responsibility for organisational leadership, service improvement and delivery of key targets across all clinical and administrative areas within the practice.

Candidates must be conscientious, provide solid leadership and have a sound knowledge of strategic business management, finance, HR and planning.

Previous management experience, leadership skills, competency in office IT and exceptional communication skills at all levels is essential. Healthcare management experience may also be considered an advantage.

Working alongside the practice Partners and supported by an excellent administrative and clinical team, you will be responsible for the day-to-day smooth running of this patient centred practice. You will also have the vision, willingness and drive to adapt and lead the practice forward.

First interviews will take place via Zoom on the 6th August 2025.

For further information about the practice and how to apply, please go the [FPM Jobs page](#)

Closing date for applications is midnight on the 22nd July 2025

First Practice Management – Recruitment Advisors