**Practice Manager, Greasby, Wirral**

We are looking for applications for the post of Practice Manager; due to the imminent retirement of our current Practice Manager.

Greasby Group Practice is a high-achieving GP Practice where we provide a wide variety of medical services to 7,500 patients. As well as a team of 5 dedicated GPs, we have a friendly, supportive team which includes an Assistant Practice Manager, Nurses, Health Care Assistants, Phlebotomist, Administrators, Secretaries and Reception staff. We have been rated “Good” by CQC and perform well with QoF and our locally agreed incentive scheme. Our clinical system is EMIS WEB. We are part of Healthier West Wirral PCN and take a forward thinking approach to the development of the practice, actively keeping abreast of changes and working collaboratively with local organisations.

The person we are looking for will be enthusiastic and motivated with high levels of integrity as well as experience of managing a multi-disciplinary team, while working to tight deadlines in an ever changing role. We require that the ideal candidate will be someone who is highly organised and has the experience of managing a team. Candidates will need to have a sound knowledge of business management, including finance, planning, contracts, H&S and HR along with the vision to develop the practice, improve efficiency and fulfil NHS targets, whilst supporting the staff at all levels. Experience within a similar GP healthcare setting is preferred. Previous management experience, leadership and effective communication skills are essential.

The Practice Manager is a key member of our team. This is an exciting and challenging role, and the successful candidate will have experience in leadership and management, with the ability to work at a strategic level as well as excellent interpersonal skills, allowing effective communication both internally and with external partners.

Salary range: £ depending on skills and qualifications.

Please apply with a CV and covering letter to Fiona.doyle@nhs.net

◾Closing date: 29th May 2020

◾Interviews will be held in June subject to the current circumstances allowing