**Administrator / Data Coordinator Vacancy for Moreton & Meols PCN**

Moreton & Meols PCN (Primary Care Network) are looking to recruit an administrator / data coordinator for our PCN.

Our PCN consists of 5 practices with approximately 30,000 patients all geographically contained within the Moreton & Meols area.

As activities have been expanding within our PCN we would now like to add an experienced administrator ideally with strong EMIS knowledge to our team.

The main duties will involve all aspects of data management / analysis and communicating this within the PCN leadership team to ensure we are targeting our activities in the most effective manner.

Hours approx. 24 per week

Salary to be discussed at interview dependant on experience.

Visits to the PCN to see who we are and what we do are welcome any time. Alternatively if you would like to call for an informal discussion please contact Fiona Harle, Practice Manager on 07786 703246 or email fionaharle@nhs.net