Practice Manager Vacancy – Hours to be agreed

Salary: £ based on skills and experience

**Job description**

Heatherlands Medical Centre offers the highest standard of patient-centred healthcare from our modern purpose built centre in Woodchurch, Wirral. This is a high achieving GP Practice where we provide a wide variety of medical services to 4650 patients. As well as a team of dedicated GP’s, we have a friendly supportive team of nurses, HCA and reception staff. We are part of the local federations and primary care networks.

We currently have a position for an experienced Practice Manager. We are looking for aspirational, motivated candidates with strong leadership skills. You will need strong business acumen and a strategic approach aligned with excellent communication skills in order to effectively lead the Practice.

Essential skills for the role include:

* Ability to inspire and manage a talented team of administrative and clinical staff
* Excellent communication and team working skills, both within the practice and outside agencies and organisations
* Good people management and financial management ability
* Excellent leadership and strategic business management skills
* Reliable, dependable, trustworthy and highly organised.

Desirable experience:

* Previous relevant experience in the NHS senior level
* A suitable qualification in General Practice Management
* Knowledge of GP contracts, QOF, PCN’s and Enhanced Services

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 with internally and with external partners.

We welcome applications from dedicated candidates who wish to join our team.

For further information please contact [ivancamphor@nhs.net](mailto:ivancamphor@nhs.net) and attach an up to date CV. In your covering letter, please provide full contact details.

Closing date. 31st July 2021