Practice Manager, Bicester Health Centre

An exciting opportunity has arisen for an innovative, forward-thinking leader to join our team as Practice Manager.

Reporting to the medical partners and working closely with the Business Manager, the Practice Manager will be responsible for ensuring the smooth day to day running of the business and coordinating the team and operations to optimise efficiency. This is a new role as we expand our management team with our growing practice.

We are also in the planning stages for significant construction works to enlarge our premises. Project managing these works will be a major initial role for the successful candidate, overseeing this to its successful conclusion.

Another key responsibility will include assisting the Primary Care Network (PCN) Director, based at Bicester Health Centre, to manage the PCN across three practice populations.

**What we offer**

* An exciting role with the opportunity to shape our future both in terms of ways of working and the development of our premises
* Ideally a full time role based on site in Bicester but part-time considered
* Salary in the region of £50K- £60K per annum depending on experience.
* NHS Pension
* Flexible working options considered

**About you**

* Proven senior business experience ideally within primary care but not a pre-requisite for the right candidate
* Demonstrable leadership skills
* Strong experience in HR/communication
* Project management skills desirable
* The ability to adapt to a changing work environment and cope with new challenges through a flexible, conscientious and pragmatic approach.

**About us**

Bicester Health Centre is a busy training practice, actively involved in research and serving a growing population of 16000 patients in both urban and rural communities. We pride ourselves in delivering excellent clinical care to our patients and fostering an inclusive culture of shared success within a supportive environment. We are excited to be advertising for this role and look forward to meeting you.

For further information and to arrange an informal visit please contact one of our partners Dr Kelly Gladwish-Harris, via k.gladwish-harris@nhs.net