**PRACTICE MANAGER**

**The New Surgery**

**Chess Medical Centre,**

**Chesham, Bucks, HP5 3EZ**

**37.5 hours per week – full time**

\***Job outline:**

Key responsibilities

* Operational delivery
* Strategic management and planning
* Staff management and HR
* IT and technology
* Financial Management
* Ensuring practice adherence to CQC requirements (KPIs)
* Patient and community services, communications and engagement
* Facilities management

Experience required:

 Necessary

* Experience of and success at motivating and managing people
* Experience of team leadership
* Experience of data analysis and working with complex data
* Experience of providing written protocols

Desirable

* Management experience in primary care/healthcare setting

Job type: Permanent

Qualifications:

* Degree or equivalent higher education qualification - essential
* Professional management qualification e.g. AMSPAR, Health Services Management diploma/MSc - desirable

Benefits:

* Competitive salary
* NHS pension
* Annual Leave – 5 weeks pro-rata
* On-site parking (free)
* Modern working environment

\*Shortlisted candidates with be provided with a comprehensive job description and person specification

*June 2021*