

# STRATHPEFFER MEDICAL PRACTICE

## PERSON SPECIFICATION - PRACTICE MANAGER, SEPTEMBER 2019

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Academic/ Vocational Qualifications</b>	–	– Business or Management qualification
<b>Experience</b>	– Management role involving at least 5 members of staff (Assistant Manager Roles would be considered)	<ul style="list-style-type: none"> <li>– Health industry</li> <li>– GMS contract</li> <li>– Dealing with complaints</li> <li>– IT</li> <li>– Co-ordinating trainees and training programmes</li> <li>– Payroll</li> </ul>
<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>– IT literate</li> <li>– Ability to liaise and negotiate with contract providers (NHS)</li> <li>– Excellent written and oral communication skills</li> <li>– Driving licence and car</li> </ul>	<ul style="list-style-type: none"> <li>– Good working knowledge of GMS Contract</li> <li>– INPS Vision</li> <li>– Accounting and payroll software experience</li> </ul>
<b>Qualities/ Attributes</b>	<ul style="list-style-type: none"> <li>– Be able to demonstrate their ability to work in a team and have a positive influence on the Practice culture</li> <li>– Ability to reflect and act on feedback</li> <li>– Ability to adapt and conform to practice policy</li> <li>– Flexible and committed</li> <li>– Good time management skills</li> <li>– Good organisational skills</li> <li>– Pro-active</li> <li>– Good sense of humour!</li> </ul>	– Demonstrates a healthy living lifestyle