

PHOENIX HEALTH GROUP – TETBURY SURGERY

PRACTICE MANAGER PERSON SPECIFICATION

Specification	Essential	Desirable
Education Qualifications Training	High standard of general education A minimum of 5 years management experience	Diploma in Primary Care Management, and /or CIPD qualification in Human Resources. Experience in using GP clinical software Full Driving Licence
Experience	A minimum of 5 years general management experience Practical experience of managing and motivating people Working knowledge of HR policies, procedures and legislation Experience of dealing with the general public Experience in change management	Practical experience of general practice management An understanding of the GMS contract competency framework Proficient in the use of IRIS Payroll software An understanding of the CQC Framework
Skills / Knowledge	Excellent communication skills, written and oral Excellent interpersonal skills Experienced at problem solving Analytical and numerate Excellent time management and ability to work to deadlines Negotiation and conflict management IT literate	

<p>Qualities & Attributes</p>	<p>Adaptability</p> <p>Ability to work as part of an integrated multi skilled team across a number of sites</p> <p>Ability to work under pressure</p> <p>Able to work in a flexible environment</p> <p>Organised with the ability to plan</p> <p>Uses initiative</p> <p>Team worker</p> <p>Trustworthy</p> <p>Self motivated</p> <p>Ability to motivate others</p> <p>Sense of humour</p>	<p>Innovative</p>
<p>Other</p>	<p>Willing to work at any of the 5 surgeries as required</p> <p>Willingness to travel to attend meetings or courses</p> <p>Good attendance record</p>	