



ALVASTON MEDICAL CENTRE

Practice Operations Manager

Full time: 37 hours over 5 days

Salary: Dependent on experience

Due to a restructure of our business we are seeking an experienced and enthusiastic Practice Manager to support our Business Manager and administrative team.

About us:

Situated to the south east of Derby with our practice area covering into South Derbyshire, you will be involved in providing a first class service for patients across a varied and developing practice area. The practice has a list size of 10,800 patients and we are a teaching practice. We have 3 partners and 5 salaried GPs with 2 ANPs, Practice Nurses and HCAs. Our administrative team comprises a Business Manager, Assistant Practice Manager, Reception Managers, Dispensary Manager and a full team of administrators, secretaries and receptionists.

We achieved good in our CQC inspection in January 2020 and are high QOF achievers. We work closely with our PCN and have successfully introduced a number of initiatives to help our patients.

The ideal candidate will:

- Have management experience, ideally within the NHS although applications from other candidates with transferable skills from other backgrounds would be welcomed.
- Have experience in HR. Being able to successfully recruit, lead, motivate and performance manage a team is essential.
- Have excellent communication skills.
- Be self-motivated, flexible and extremely organised.
- Have experience in H&S and Information Governance. Knowledge of CQC regulations is desirable.
- Have excellent IT skills.
- Manage change effectively, promoting the benefits where necessary.

Informal enquiries and visits welcome.

We offer a good package to staff including NHS pension, free parking, contractual sickness benefit scheme, training and development.

Contact details: Sue Knott, Business Manager, Alvaston Medical Centre, 14 Boulton Lane, Alvaston, Derby DE24 0GE. Telephone: 01332 755990. **Closing date: 14th June 2020**