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| Practice Manager - Person Specification |
|  | **Essential** | **Desirable** |
| **Academic/****Vocational Qualifications** | Good standard of general educationA demonstrable commitment to professional developmentRelevant Management qualification, or equivalent experience | Educated to Degree or Level 7AMSPAR qualification or equivalentFinancial qualification or equivalent |
| **Experience** | Experience of successfully managing teamsExperience of working in teams; able to promote teamwork and employee satisfactionFinancial management experience Experience as a business/senior manager, with knowledge of employment law, leadership and small business accountsWorking knowledge of IT/Business infrastructure and MS office | Management experience in the NHS or in primary careExperience of strategic business planningExperience of working with regulatory bodies and preparing for inspectionsExperience of EMIS Web clinical system |
| **Knowledge/Skills** | A good understanding of the General Practice environment and the wider issues facing the NHSA high level of communication skills - both written and oral, and the ability to present ideas in a clear, concise and visionary way.Excellent interpersonal skillsAbility to listen and empathiseGood time management and prioritisation skillsNetworking - liaising with external agenciesManaging conflictHR skills - motivation and performance management | Detailed knowledge of the GMS contract and Primary Care Network DESWorking knowledge of clinical systems / Emis |
| **Qualities/Attributes** | Self-motivatingAdaptable, innovative and able to multi-taskGains respect by example and leadershipHonest, caring and sympatheticStrategic thinking with visionGood sense of humour, approachable and personableHard working, reliable and resourcefulWilling to work flexible hours as necessaryDiplomatic and tactful | Car driver / clean licence |