

Maternity Locum Practice Manager

Job summary

This is a temporary role to cover Practice Manager's maternity leave. The start date of the role would be April – May 2024 to allow handover/shadowing, before maternity leave starts mid-June 2024.

It is a temporary role for 12-15 months.

Previous Practice Manager experience in primary care is essential.

The Practice Manager will oversee the day to day running of our organisation and be responsible for maintaining the performance of our current team. You will provide positive leadership and role modelling through your understanding of Human Resources, strategic planning and finance.

Working effectively with the GP Partners, you will enable us to make informed decisions for the good of the practice and our patients, and help maintain the Partnership's ethos of having a friendly and effective team.

The successful candidate will be proactive and flexible, promoting the highest standards of patient care whilst ensuring the business' financial sustainability.

In addition to adapting the practice to meet the demands of our evolving healthcare system, the Practice Manager will ensure that the business operates in a sustainable way. As well as meeting our contractual obligations with NHS England (NHSE), you will maintain compliance with all aspects of Health and Safety, employment legislation and CQC (Care Quality Commission) regulations.

As an adaptive practice, with potential for growth and re-structure, depending on the suitability of the candidate, there could be a permanent position after in another role.

Main duties of the job

Please see attached full job description attached to this advert for details of main duties. Summary above.

About us

Hampton Medical Centre is a 4 Partner, just under 11,000 patient Practice in Hampton, TW12. We are a teaching and training Practice, currently hosting 3 GP Registrars, Physician Associate student & Brunel University Year 1 and Year 2 students.

We are a friendly, dynamic and supportive team. We offer joint injections, LARC and are forward-thinking in how we develop staff and services to meet the needs of our patients.

Our most recent CQC report was "Good". We are a high achieving practice in Quality Outcomes Framework (QOF).

We use EMIS Web.

Job responsibilities

Summary of job description detailed above. Please see attached copy of full job description for thorough details of this role.

Person Specification

- Qualifications

Essential

- A levels or equivalent

Desirable

- Qualification in Business Management

- Experience

Essential

- Experience of working with the general public
- Experience of working as a Practice Manager within primary care
- Experience in dealing with complaints from patients
- Leadership experience (having managed a team)

- Experience of Human Resources (including appraisals, disciplinary/grievance hearings, performance management, sickness management, staff training and staff development planning)
- Experience of health and safety management to include risk assessments, accident reporting and GDPR

Desirable

- Experience of a CQC inspection within primary care
- Experience of using EMIS Web & Docman, Practice Index

- Knowledge and Skills

Essential

- Understanding of how to work effectively in a fast-paced environment.
- Delegation's skills
- Prioritisation and planning
- Problem solving and analytical skills.
- Ability and skill to lead and motivate a team, creating a positive environment.
- Proven leadership skills- to lead and liase with the senior administrators on a regular basis
- Excellent communication skills across all forms of media (including telephone, email and in person)

Desirable

- Strong IT skills including the ability to write and complete reporting
- Knowledge of Infection Control within a primary care setting

- Qualities and Attributes

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Essential

- Personable and approachable
- Uses own initiative.
- Self-motivated and able to work with minimal direction
- Ability to work effectively under pressure
- Empathetic and understanding
- Hardworking and reliable
- Polite and confident
- Flexible to the needs of the business
- Resourceful with the ability to think outside the box

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Employer details

Employer name

Hampton Medical Centre

Salary - £45,000 FTE

Contract Fixed term.

Duration 12-15 months

Working pattern – Part- time – Mon & Friday essential (32hrs over 4 days with Friday 8am start)

To apply please send your CV & cover letter to: sylwia.mroczek@nhs.net

Closing date: 29th March 2024

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.