

Framlingham Medical Practice

Job Specification – *Temporary Practice Manager*

| Essential | Desirable | Assessment |
|---|--|--|
| <p>Qualifications Good level of education to GCSE / O Level standard or equivalent</p> | <p>Recognised Management qualification to Diploma level or above A demonstrable commitment to professional development Membership of a professional body</p> | <p>Application/Interview</p> |
| <p>Experience Computer literate with excellent keyboard skills Demonstrable experience of people management Appraisal systems Employment law, health & safety, employment contracts Self-starter, able to work on own initiative, following set procedures and protocols Experience of Microsoft Office software Experience of dealing with the public/patients</p> | <p>Previous experience of working in General Practice Use of clinical system software e.g. SystmOne Project Management skills</p> | <p>Application/Interview/ Reference</p> |
| <p>Skills & Abilities Excellent communicator both verbally and written demonstrated with people at all levels and in all circumstances Ability to organise own tasks and work systematically in a busy environment Able to work under pressure in a changing environment Ability to self-motivate, organise and prioritise own workload Adaptable, innovative, forward looking Enthusiasm, with energy and drive Gains respect by example and leadership Honest, caring and sympathetic with strategic thinking with vision Hard working, reliable and resourceful Willing to work flexible hours as necessary Considered, steady approach Diplomacy</p> | <p>An enquiring mind with a willingness to learn new skills and procedures Empathy for the healthcare/public service environment</p> | <p>Application/Interview/ Reference</p> |

| | | |
|---|--|--|
| <p>Knowledge & Understanding Demonstrate an understanding and commitment to good standards of patient care Flexible in approach to work and ability to adapt working hours according to the Understanding of and commitment to Health & Safety in the workplace Car driver/clean licence</p> | <p>Experience of Primary Care Team</p> | <p>Application/Interview/ Reference</p> |
| <p>Personal Attributes Be able to demonstrate an understanding and commitment to working within a team Ability to inspire and motivate colleagues as a manager and leader Ability to remain calm under pressure Capable of working supervised and unsupervised Capable of consistent accuracy and concentration under pressure Self-motivated but aware of limits of authority</p> | <p>Keen to learn new skills</p> | <p>Application/Interview</p> |