

Practice Business Manager

Person Specification		
	Essential	Desirable
Academic/ Vocational Qualifications	'A' level or above.	Evidence of continued professional development (CPD) AMSPAR Qualification
Experience	Previous Management Experience People Management	Previous NHS management experience Experience of dealing with members of the public
Knowledge/ Skills	Numerate & IT Literate, including Word & Excel to at least a basic-to-intermediate level Excellent communication skills Organisational skills Change management	Managing upwards Time Management Appraisal / Recruitment Health & Safety Employment law
Qualities/ Attributes	Understanding and adherence to the need for strict confidentiality Ability to work autonomously and initiate / self-direct own workload Ability to use own judgement, resourcefulness, and common sense Enthusiasm with energy and drive Hard working, reliable, and resourceful	
Other	Good sickness record Flexibility to work at desired times Ability to relate to the interviewing team and personality to match the practice culture	Car driver / clean licence