



# **CROPREDY SURGERY**

Dr J Wright & Dr B Tucker

## **Practice Manager Person Specification**

<b>COMPETENCE</b>	<b>EVIDENCE</b>	<b>ESSENTIAL/DESIRABLE</b>
Leadership	Strategic thinker able to identify future trends Excellent negotiating skills Well-organised with a coaching style Strong character able to represent the Partners' views externally, demonstrating a united Practice Confident and capable	Essential
Good customer service and communication skills	Excellent oral and written communication skills. Ability to interact with patients, presenting as professional and caring	Essential
Discretion	An understanding, acceptance and adherence to the need for strict confidentiality.	Essential
Honesty	Impeccable credentials and references	Essential
Qualifications	Degree standard or equivalent experience Computer literate Evidence of strategic development experience	Desirable
Excellent team player	Supportive and leads by example Approachable and decisive Willing and able to take on any appropriate tasks	Essential
Works well under pressure	Unafraid to challenge Keeps calm under pressure Patient with colleagues and patients Attention to detail	Essential
Flexible/adaptable	Able to act on initiative Capable of creating and implementing new systems Self-starter able to organise own workload Able to work outside contracted hours if required	Essential
Judgement	Ethical Unbiased	Essential
Physical appearance	Neat and clean appearance	Essential
Able to Drive	A car owner/driver to reach meetings and events in the locality	Essential