

Woodhouse Medical Practice – What we're looking for in our new Practice Manager

	Attributes	Essential	Desirable	How we'll establish this
1	Strong operational management experience in health or other service environment	✓		Application, references
2	Educated to first degree level or higher		✓	Application, interview
3	Excellent verbal and written communication skills	✓		All elements of selection
4	Proven experience in generating and leading the implementation of improvement initiatives	✓		Application, interview
5	Worked effectively as a team member	✓		All elements of selection
6	Good organisational skills demonstrated by delivering effectively in complex environments; demonstrated effective time management and prioritisation	✓		Interview, In tray
7	Experience of successfully managing budgets, understanding accounts and reporting on finance	✓		Application, In tray
8	Accountancy experience		✓	Application, In tray
9	Evidence of learning to use new software systems, finding appropriate guidance as necessary	✓		Application, In tray
10	Experience of IT, data analysis and information report generation i.e. turning data into strategic information		✓	Application, In tray
11	Experience of developing and performance managing staff and teams	✓		All elements of selection
12	Experience of initiating and managing change projects e.g. changes to services, or working arrangements		✓	Application, Interview
13	Good at networking beyond own organisation to generate ideas for improvement and development of organisation		✓	Application, Interview
14	Customer service experience including dealing with complaints	✓		Application, Interview, In tray
15	Evidence of continuous personal development and taking on new challenges	✓		Application, Interview