Spinney Surgery - Practice Manager Vacancy

The Spinney Partnership is looking for an enthusiastic and committed Practice Manager to lead our well-established and respected rural training practice based in the beautiful market town of St Ives in Cambridgeshire. .

The successful candidate will be able to provide strong and committed leadership backed by a sound knowledge of business management, strategic planning, finance and HR.

We have a proven history of recruiting and retaining high quality staff; our current practice manager has worked with the practice for 36 years and is retiring in the Summer of 2021.

Prior healthcare management experience would be an asset but finding the right candidate with the necessary skills and ambition is our priority.

The Partnership values are that we feel that **People Matter,** we try to work in a way that is **Smart** & **Safe**.

Our mission is to deliver the best care possible within the model of a partnership led family medical practice, to have a staff team who feel supported, trained and proud of their role.

### Main duties of the job

The Practice Manager is central to the success of our practice and will be expected to deliver in four key areas:

* Delivering the best possible service to our patients
* Leading, supporting and developing our staff team
* Working collaboratively with the Partnership on strategic planning and practice development
* Working collaboratively with neighbouring practices as an active and leading member of our Primary Care Network

The successful candidate will have extensive business management experience including strategic business planning, team leadership, HR, finance and premises management. Good communication skills and an ability to work with individuals, groups and organisations is essential.

### About us

We are a large well-respected rural GP training practice with a list of 10,600 patients. We have a large team consisting of 11 GPs including 2 partners, 6 nurses including an Advanced Nurse Practitioner, Paramedic, Health Care Assistants and other crucial administration staff. We train GP Registrars, host medical students from the University of Cambridge and are a member of St Ives Primary Care Network, working in partnership with 3 other local practices to deliver care to 46,000 residents of St Ives and surrounding area.

**Job Description**

**Please see attached supporting documents for full detail of the Job Description and Person Specification**

Job Responsibilities will include:

* Strategic Management and Planning
* Financial Management
* Human Resource Management
* Organisational Management
* Communications Management
* IT and Telecommunications Management
* Patient Services
* Organisational Development
* Team Development
* Performance and Quality
* Health and Safety
* Meeting all regulatory and inspection requirements

We are an innovative practice using Ardens template toolkit which provides structure and standardisation for clinical consultations; Accurx; Eclipse, Doctorlink & Document Management. We are often asked to pilot projects such as one of the first Social Prescribing Teams and iPlato. We work very well with our supportive and keen Patients Association.

The post is full-time and the salary is negotiable depending on qualifications and experience.

Do you think you would like to be a part of our team and help us to take our practice forward? If so, please apply!

We will be offering short-listed candidates the opportunity for an informal visit prior to interview, please address any specific enquiries to debrawheatley@nhs.net , 01480 484720.

Closing Date 22nd January 2021