



Personal Specification – Practice Manager

Attributes	Essential	Preferred
Qualifications and Training	Evidence of continued professional development.	<p>Educated to degree or equivalent level in an appropriate subject.</p> <p>Recognised practice management qualification or equivalent</p>
Skills Experience	<p>Minimum of 2 years in a management role with Human Resource responsibilities and operational experience</p> <p>Experience of strategic planning and development planning</p> <p>Experience of dealing with organisations at management level eg CCG, CQC, Health Authorities</p> <p>Proven ability to manage, delegate and develop others</p> <p>Excellent IT, interpersonal and communication skills at all levels.</p> <p>Self-motivated with ability to motivate and inspire others.</p> <p>Practical experience of budget-setting, financial management, and spreadsheets</p> <p>Numerate – ability to manage budgets and accounts.</p> <p>Critical thinking and problem-solving skills.</p>	<p>Previous management experience in primary/secondary care</p> <p>Knowledge of CQC.</p> <p>Use of EMIS clinical system</p> <p>Advanced Excel skills</p> <p>Experience of project management/and or managing change</p>

	<p>Experience of staff appraisals and handling grievance and disciplinary issues</p> <p>Practical experience of managing Health and Safety, Employment Law and Employment contracts</p>	
Work Attitudes	<p>Flexible approach to work – content /hours.</p> <p>Discreet and diplomatic.</p> <p>Adaptable, innovative, forward looking</p> <p>Hard working, reliable and resourceful</p> <p>Ability to work well under pressure.</p> <p>Energetic with drive and enthusiasm.</p> <p>Ability to listen and empathise.</p> <p>Good sense of humour, personable</p> <p>Ability to meet tight deadlines and multi task</p> <p>A demonstrative commitment to personal development</p> <p>Honest, caring and sympathetic</p>	
Practical	<p>Current Driving Licence</p> <p>Car owner</p>	