

## **Practice Manager vacancy – Riverview Medical Centre**

Due to personal circumstances necessitating a move, an exciting opportunity has arisen for a Practice Manager to join Riverview Medical Centre. We are a welcoming, well-organised and progressive practice located in our own, leased, purpose-built premises in the heart of Johnstone town centre.

Our team includes 3 GP partners, a Salaried GP, a Practice Nurse Prescriber and Health Care Assistant supported by 6 Patient Advisors and our Practice Secretary. We have an attached Physiotherapist, Link Worker and Pharmacy prescribing team and are a long-established and respected GP training practice.

We look after almost 5500 patients in Johnstone and the surrounding areas. The surgery is within an easy commute from Glasgow, has ample free parking on site and a free, public car park adjacent to the surgery with electric car charging available.

As a practice we strive to provide exceptional care for our patients and a supportive and stimulating environment for our staff, facilitating ongoing learning and development for all. We seek an enthusiastic Practice Manager who shares these aspirations and has the skills, attributes and drive to help us achieve and maintain them. An ability to manage change within a profitable and efficient working environment is essential.

The successful candidate will take a lead role, working alongside and advocating for the GP partners. As Practice Manager they will be responsible for effectively managing and co-ordinating all aspects of the Practice's operational day to day business, maintaining an ongoing commitment to optimising the service and care we provide to our patients.

Previous relevant business management, finance and personnel management experience is essential and you should be IT literate with excellent organisational and communication skills. Leadership skills will enable you to motivate, inspire, train and support our administrative team. Primary care experience is preferable but not essential.

The practice will be supportive of ongoing professional development to enhance the knowledge and skills required for you to lead our team. Locally there is a well-established and effective Practice Managers forum and the practice is part of a smaller GP Cluster providing further support. The Practice uses BrightHR software for staff rota, holiday and absence management and we outsource our payroll.

The post is part time, 24 hours per week, days and hours are flexible. Salary will be commensurate with skills and experience and is negotiable, with membership of the NHS Pension scheme available. As a member of our management team the successful candidate will have the option to take up a discounted private health insurance policy.

Start date negotiable. Informal enquiries are encouraged.

Further information about the practice and a person specification for the Practice Manager role can be viewed on our website at <https://riverviewmedicalcentre.com/practice-information/recruitment/>

To apply, please submit your CV and a covering letter to Ms Jill Gibson, Practice Manager, Riverview Medical Centre ([jill.gibson2@nhs.scot](mailto:jill.gibson2@nhs.scot)). Closing date 5pm, Monday 21<sup>st</sup> March 2022.