

FALLODON WAY MEDICAL CENTRE
Person Specification – Practice Manager – September 2019

| Assessment Criteria | Essential | Desirable |
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| QUALIFICATIONS/ TRAINING | <ul style="list-style-type: none"> • Degree level education | <ul style="list-style-type: none"> • Post Grad management qualification • Diploma in Primary Care Management or similar |
| EXPERIENCE | <ul style="list-style-type: none"> • Broad management experience including: <ul style="list-style-type: none"> ○ Leadership ○ Strategic management ○ Organisational management ○ People management ○ Financial management ○ IT | <ul style="list-style-type: none"> • Primary Care, or ideally General Practice, management • Good understanding of general practice business • Understanding of CQC requirements • Federation / joint working experience |
| KEY SKILLS | <ul style="list-style-type: none"> • Strong leadership skills • Excellent communication skills • Ability to work under pressure / multi-task • Negotiating skills • Able to work autonomously • Team player • Solutions focussed • Able to manage conflict • Able to network externally • Good keyboard skills | <ul style="list-style-type: none"> • Primary Care IT programmes knowledge • Primary Care finance knowledge and understanding |
| ATTRIBUTES | <ul style="list-style-type: none"> • Integrity and reliability • Self-motivated • Confident • Confidential • Flexible and adaptable • Empathy • Assertive | |