**FALLODON WAY MEDICAL CENTRE JOB DESCRIPTION**

**Job Title**: Assistant Practice Manager

**Responsible to:** Practice Manager

**Hours:** 24-25hours per week

**Job Purpose**

To assist the Practice Manager in the effective and efficient management of the practice, taking particular responsibility for IT, practice administration, premises and some aspects of HR.

**Main Duties and Responsibilities:**

1 Assist in the management of the Practice

* Support the Practice Manager in the smooth running of the practice, working as flexible member of the team.
* Deputise for the Practice Manager in their absence
* To be involved in the management and development of non-clinical practice staff
* To be responsible for IT and data within the practice

2 Compliance

* To be responsible for day to day premises management and maintenance, including insurances
* Ensure equipment is properly maintained
* Maintain fire protection and physical security of the building
* Review, monitor and ensure compliance with practice Health and Safety policy
* Support the practice manager in ensuring systems are in place to meet legal obligations including, but not limited to, H&S, data protection, GDPR, DBS, HepB, measles
* Support the practice manager in ensuring that effective policies and procedures are in place and are regularly reviewed and updated as needed.

1. IT and Communications

* In conjunction with CSU ensure new hardware and software requirements are met and that systems are properly maintained.
* Ensure IT protocols, and data security are maintained in line with the requirements of the practice and data protection requirements.
* Assist the Practice Manager in the ongoing development and implementation of the practice’s IT strategy.
* Ensure the effective running of the practice’s IT network, investigating and resolving problems as required.
* To become the practice expert in the area of practice IT systems, able to advise and train staff as required and acting as the contact point for external suppliers.
* Identify ways to develop IT knowledge across the practice, providing training and written procedures/policies, as well as individual/team training as required.

HR

* Assist the Practice Manager and practice management team in the recruitment, support and management of staff
* Manage the staff personnel files, ensuring induction and training requirements are made available and fulfilled.
* Assist the management team in developing staff to their fullest potential to meet practice Business Plan
* To be involved in the practice appraisal system, appraising administrative staff as required.
* Encourage and support staff to meet their personal training plans

Financial Management

* Understand the financial requirements of the practice, supporting and covering the staff responsible for maintaining financial records, paying invoices and salaries.
* To assist the Practice Manager and the financial support staff in ensuring the efficient and accurate management of the practice finances, including monitoring cash flow and auditing expenditure.

This job description is not exhaustive you will be expected to carry out other reasonable tasks and projects as requested, from time to time. It will also be developed periodically as the local healthcare environment change.