

Llanfyllin Group Practice

Practice General Manager - Person Specification		
	Essential	Desirable
Academic/ Vocational Qualifications	A demonstrable commitment to professional development	Recognised qualification to diploma level or above
Experience	<p>Demonstrable experience of people management</p> <p>Employment law, health & safety, employment contracts</p> <p>Budgets and finance, spreadsheets, accounts</p> <p>Experience of Microsoft Office software</p> <p>Experience of dealing with the public/patients</p>	<p>NHS experience</p> <p>GP practice experience</p> <p>Experience of Vision</p>
Knowledge/ Skills	<p>Advanced numeracy skills</p> <p>Excellent keyboard and computer skills</p> <p>Excellent communication skills</p> <p>A “solutions-focussed” approach</p> <p>Makes things happen</p> <p>Excellent communication (oral and written) and inter personal skills</p> <p>Ability to listen and empathise</p> <p>Delegation</p> <p>Competent to manage IT systems/networks</p> <p>Good time management</p> <p>Problem solving</p> <p>Negotiating</p> <p>Able to manage change</p> <p>Networking</p> <p>Facilitation</p> <p>Managing conflict</p>	<p>Knowledge of NHS & clinical procedures</p>

Qualities/ Attributes	<p>An understanding, acceptance and adherence to the need for strict confidentiality</p> <p>Ability to use own judgement, resourcefulness and common sense</p> <p>Ability to work without direct supervision and determine own workload priorities</p> <p>Ability to work as part of an integrated multi-skilled team</p> <p>Pleasant and articulate</p> <p>Able to work under pressure</p> <p>Able to work in a changing environment</p> <p>Able to use own initiative</p> <p>Self-motivating – able to work with minimal direction</p> <p>Adaptable, innovative, forward looking</p> <p>Gains respect by example and leadership</p> <p>Strategic thinking with vision</p> <p>Reliable and resourceful</p> <p>Diplomacy</p>	<p>Evidence of recent selfdirected learning or development</p> <p>Ability to speak welsh</p>
Other	<p>Willing to work flexible hours as necessary to fit the needs of the business</p> <p>The ability to travel between sites in a timely manner is essential.</p>	Experience of Primary Care