



"We will encourage people to take responsibility for their own health and well-being whilst treating those who become ill with care, compassion and skill."

PERSON SPECIFICATION

Job Title:	Deputy Practice Manager	Organisation:	Box Surgery
ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications & training	Good level of education – 4 GCSEs A*-C – or equivalent including maths and English Evidence of commitment to continuing professional development	Relevant management or business qualification (AMSPAR or ILM) Degree level qualification IT/Information Governance qualification	Application Certificates

Knowledge and Skills	<p>Experience of managing a team of people, motivating and supporting people</p> <p>Experience of dealing with members of the public</p> <p>Experience of resolving IT and systems issues</p> <p>Familiar with a variety of windows-based software including word and excel at intermediate level</p> <p>Highly organised & good attention to detail</p> <p>Time management and ability to prioritise workload</p> <p>Excellent interpersonal communication skills</p>	<p>Experience of working in General Practice/Health care sector/Social care</p> <p>Familiar with TPP SystmOne Clinical System</p> <p>Experience of planning and managing change – such as the implementation of new ways of working</p> <p>Good knowledge of medical terminology</p> <p>Familiarity with the Read Code clinical system</p> <p>Good clinical knowledge</p> <p>Managing and analysing data and information</p>	<p>Application Interview</p>
Personal requirements	<p>A drive to provide excellent service for patients</p> <p>Ability to trouble-shoot e.g. printer problems, premises issues, etc.</p> <p>Team player</p> <p>Ability to use own judgement, resourcefulness and common sense</p> <p>Enthusiastic and highly motivated</p> <p>Ability to work autonomously and initiate / self direct own workload</p>	<p>Driving license and own car</p>	<p>Application Interview</p>