

GP Practice Operations Manager,

Salary: £32094 to £36594 a year depending on experience

Hours: 37.5

Contract: Full time, Permanent

Closing Date:

gtd healthcare is one of the largest NHS commissioned Primary and Urgent care providers in North West England. We are recruiting for two new, exciting opportunities for a skilled primary care GP Practice Operations Manager.

A new position is located within City Health Centre and a new additional multisite position across Droylsden Road Family Practice and Simpson Medical Practice.

As the Practice Operations Manager you will lead the operations across practice and work closely with the Practice Manager and wider operations team to meet the needs of the service and patients, ensuring quality of service delivery is maintained and developed in line with annual quality improvement plans.

City Health Centre is one of our largest practices located in the heart of Manchester City Centre, uniquely combined with the GP Practice is the Manchester Urgent Primary Care Hub providing vital services to our registered patients and wider population base in Manchester.

Droylsden Road Family Practice and Simpson Medical Practice are closely located within a 1 mile of each other, both practices benefit from established practice teams and drive to meet the healthcare needs of its patients through the delivery of high-quality, innovative patient services.

Successful candidate's will have the appetite to work in an organisation that values and respects its employees and have the drive and enthusiasm to ensure you and your team compliment the high-quality services we provide. You will act as a positive role model supporting junior staff whilst working flexibly within our care services to provide quality, high performing services.

As a Practice Operations Manager, your duties and responsibilities will include:

- One of our core values is to look after people. We understand that looking after our staff supports high quality patient care. We are looking for you to support leadership throughout your teams.
- To support the management of the practice, ensuring quality standards and targets are met.
- Operational line management of clinical and non-clinical staff including all aspects of human resource management.
- Develop positive and effective working relationships with other gtd healthcare departments to facilitate the accurate and timely communication of information concerning clinical governance, risk management, quality assurance.
- Promote positive and effective working relationships with commissioners, other health care providers and other key partners to support an integrated approach to high quality patient care.
- Participate in the maintenance of quality Governance systems and processes across the organisation and its activities.
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate.

- Support the development of effective methods of monitoring and quality assuring the performance of the Operations function.
- Share systems knowledge and understanding within the business to enhance the quality of services delivered.

If you are interested, please apply today. Further details along with a detailed job description is available on our website or alternatively, please contact Alison Bowler, alison.bowler2@nhs.net Practice Manager gtd healthcare or Lyndsey Tunney, Practice Manager, lyndsey.tunney@nhs.net