

Carnoustie Medical Group

PERSON SPECIFICATION: Business Manager

The person specification is used for both short listing and selection purposes for recruitment into the Practice. Candidates must show that they have the experience and qualifications to benefit the practice.

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS	5 years experience in a management position	Management Qualification Member of recognised professional management body
EXPERIENCE	Demonstrates good management skills with include :- Leadership Organisational Management People Management Work under pressure and in a changing environment	NHS background General Practice background – specifically Vision, Docman, Iris, SPPA EDT and Office 365 HR background Finance background Dealing with Complaints
KNOWLEDGE / SKILLS	Advanced numeracy skills Excellent keyboard and computer skills A “solution focussed” approach Problem solver Negotiator Pleasant and articulate	Ability to listen and empathise Autonomously can “make things happen” Manage upwards
COMMUNICATION SKILLS	Able to demonstrate effective communication skills on an individual, organisational and external basis	Understands the importance of communication skills in a variety of situations

TEAM WORKING	Able to motivate the practice team to deliver organisational objectives	Understands how person abilities contribute to working within a team
PERSONAL ATTRIBUTES	<p>Understands personal strengths and weaknesses</p> <p>Has an acceptable attendance record and is punctual</p> <p>Good time management</p>	Understanding the role of a Business Manager within General Practice
OTHER	<p>Current Driving Licence or access to transport to attend meeting/courses out with the Practice</p> <p>Good sense of humour, personable</p> <p>Hard working, reliable, resourceful and can use own initiative</p>	