



Scotstown Medical Group, Aberdeen



### **Practice/Business Manager**

Hours: Full-time (37.5 hours), Monday to Friday

Salary: Excellent package to include membership of the NHS pension scheme plus six weeks holiday

Scotstown Medical Group are looking to recruit a committed and enthusiastic Practice/Business Manager to join our established team following the planned retirement of our current manager.

This is a fantastic opportunity to join a well-established five-partner practice serving approximately 23,000 patients across three sites in the north of Aberdeen. We have a wide complement of administration and clinical staff and as a training practice regularly mentor GP registrars and medical students.

We are looking for a highly accomplished senior Manager preferably with experience of managing multiple sites, who can steer us through a period of rapid change and play a pivotal role in leading and developing our services. The post holder will work closely with the GP Partners and provide advice and guidance to the partnership on a wide range of strategic and operational issues.

The successful candidate must have previous management experience, be highly organised with excellent attention to detail, and have strong communication skills when dealing with patients and colleagues. Educated to degree level and/or professionally qualified with experience of managing budgets and an understanding of the NHS and primary care in Scotland, they will have a systematic approach to problem-solving, planning and a strategic outlook. They will be professional and positive with a background in business and people management who can demonstrate success in leadership, financial planning and strategic management. We are looking for a leader who shares our passion for providing high-quality patient care and who can help us continue to grow and evolve as a practice.

### **Main duties of the job:**

Responsible for providing organisational leadership, service improvement and the delivery of targets, identifying and developing of opportunities to support future growth. The Practice/Business Manager will also play a vital role in ensuring the smooth running of the whole Practice organisation by leading, co-ordinating and managing day-to-day patient facing services and practice operations, including HR, IT, financial management and facilities management. Working closely with our GP partners the successful candidate will help to develop and implement strategies for improving patient care.

This role will suit an experienced and self-motivated management professional who would like to be part of a supportive, friendly and conscientious team. While general practice experience may be an advantage we welcome applications from candidates who have a broad experience of management and can demonstrate that they have the necessary transferable skills.

To apply, please send your cv and a covering letter telling us why you are the person we are looking for to:

Ian McNeil, Practice/Business Manager

Scotstown Medical Group, Cairnfold Road, Bridge of Don, Aberdeen AB22 8LD

Telephone: 0345 189 7070      web: [www.scotstownmedicalgroup.co.uk](http://www.scotstownmedicalgroup.co.uk)

email: [ian.mcneil@nhs.scot](mailto:ian.mcneil@nhs.scot)

Informal enquiries welcome