

VALE MEDICAL GROUP

Person Specification – GP Practice Operational Lead

ESSENTIAL (SKILLS)	DESIRABLE (SKILLS)
<ul style="list-style-type: none"> • Demonstrable experience of people management. • 5 GCSE's A*-C or equivalent including English and Maths 	<ul style="list-style-type: none"> • IT literate, competent to manage IT systems/networks including experience in using Word and Excel at intermediate/Advanced level.
<ul style="list-style-type: none"> • Car driver/Clean licence 	<ul style="list-style-type: none"> • Experience in primary care/NHS/caring profession
<ul style="list-style-type: none"> • Excellent communication skills both written and verbal 	<ul style="list-style-type: none"> • Experience in using EmisWeb clinical software.
<ul style="list-style-type: none"> • Understanding, acceptance & adherence to the need for strict confidentiality 	<ul style="list-style-type: none"> • Formal qualification in IT (e.g. CLAIT, ECDL).
<ul style="list-style-type: none"> • Able to manage change, evidence of being able to work in a changing environment 	<ul style="list-style-type: none"> • Knowledge of employment law, health & safety legislation, risk assessment
<ul style="list-style-type: none"> • Previous experience of dealing with members of the public 	<ul style="list-style-type: none"> • Previous experience in an analytical role.
<ul style="list-style-type: none"> • Experience of complex administration and record keeping in an office environment. 	<ul style="list-style-type: none"> • NVQ2/3 Business Administration or NVQ2/3 Dispensing
<ul style="list-style-type: none"> • Ability to understand and learn new software and administrative procedures. 	<ul style="list-style-type: none"> • Experience of staff appraisals, handling grievance and disciplinary issues
<ul style="list-style-type: none"> • Familiar with email and the internet, excellent keyboard and computer skills & knowledge of Microsoft office software 	<ul style="list-style-type: none"> • Experience in dealing with external organisations at management level

ESSENTIAL (PERSONAL)	DESIRABLE (PERSONAL)
<ul style="list-style-type: none"> • Good sickness record (e.g. max 3 events in last 12 months) 	<ul style="list-style-type: none"> • Evidence of ability to work as part of an integrated multi-skilled team
<ul style="list-style-type: none"> • Good communicator (verbal & written) both upwards and downwards, pleasant and articulate 	<ul style="list-style-type: none"> • Adaptable, innovative & forward thinking
<ul style="list-style-type: none"> • Ability to use own judgement, resourcefulness and common sense 	<ul style="list-style-type: none"> • Evidence of organisational skills.
<ul style="list-style-type: none"> • Ability to work autonomously and initiate / self-direct own workload. 	<ul style="list-style-type: none"> • Evidence of recent self-directed learning or development.
<ul style="list-style-type: none"> • Evidence of the ability to grasp new concepts and work on a self-directed basis 	<ul style="list-style-type: none"> • Evidence of job stability (e.g. < 2 employers in last 10 years)
<ul style="list-style-type: none"> • Ability to relate to the interviewing team and exhibits personality to match culture of Practice 	<ul style="list-style-type: none"> • Ability to work ideal hours as stated
<ul style="list-style-type: none"> • Evidence of team working 	<ul style="list-style-type: none"> • Good sense of humour

