**BROUGHSHANE MEDICAL PRACTICE**

Broughshane Medical Practice – 76 Main Street, Broughshane, BT42 4JP

We have a vacancy for a Business Manager; the permanent part-time post is 25+ hours per week (negotiable).

Salary – competitive rate of pay depending on experience.

We are a large busy semi-rural Training Practice of 6 GP Partners and 15 employed staff.

It is essential that the successful Candidate will have Management and HR experience and be able to demonstrate leadership, they must be IT literate and be able to adapt and manage change and be capable of working independently.

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|  | **Essential Criteria** |
| **Essential Criteria** | Minimum of 2 GCSEs at Grade C (including Maths and English) or equivalent.  Bachelor Degree in Business, Management, Health Care or Related subject  or  A minimum of 5 years’ experience in a Management role.  Effective communication and organisational skills.  Ability to work on own initiative and as part of a team, performing to a high standard.    Previous experience working in a Management and all aspects of Human Resources including recruitment, training, supervision, performance management and development of staff.  Excellent computer skills with relevant IT Technology experience in computer systems including Excel, Databases and Word Processing,  E-mail / payroll and accounts.  Diplomacy skills.  Have no restrictions on taking up employment in the UK and have the ability to reliably commute or plan to relocate before starting work. |
| **Desirable Criteria** | Ability to develop and maintain good working relationships with all disciplines of staff and members of the public. |

**Desirable** criteria may be enhanced to become **essential** criteria to enable the formation of manageable shortlists for interview.

**Please note CVs will not be accepted. Please use one additional sheet if needed.**

We are an equal opportunities employer.