

Job Title: PCN Manager

Job Type: Permanent

Base Location: Lower Valley PCN, 16a Church Lane, Brighouse, HD6 1AT.

Salary: £45,000 dependant on experience

The closing date for applications is Monday 30th November 2021. Interviews will be held Wednesday 8th December 2021.

Job Summary

The Lower Valley Primary Care Network (PCN) are seeking a PCN Manager to support the function and development of the PCN. This is a new and exciting role within the rapidly changing world of Primary Care as we seek to make the most of the new challenges provided by the new GP Contract and the new, revised, PCN Directed Enhanced Service.

The role will be based within the Lower Valley PCN, covering the five practices that make up the PCN, Northolme Surgery, Church Lane Surgery, Rydings Hall Surgery, Longroyde Surgery and Rastrick Health Centre.

Main Duties of the Job

The successful candidate will need to be well versed in the latest information and requirements of the new GP Contract, have the ability to create and assess strategies to deliver this, and be able to communicate effectively with the Clinical Leads, Practice Managers, local GPs, GP Federation and the Clinical Director in order to move the PCN forward and encourage its growth and development. Previous NHS and Primary Care experience and knowledge of the current landscape within Practices and the introduction of Primary Care Networks will be a distinct advantage.

They must be able to work independently and be focused on finding solutions to issues. They will also need strong organisational skills and be able to work flexibly, calmly and efficiently, whilst managing staff who may report to them. The ability to multi-task will be important. They must understand and be able to manage budgets and be able to present confidently in meetings to diverse audiences. They will need to be well-versed in using Microsoft Office packages.

The successful candidate would be working within the Lower Valley PCN which covers five practices, Northolme Surgery, Church Lane Surgery, Rydings Hall Surgery, Longroyde Surgery and Rastrick Health Centre. The PCN is led by the Clinical Director Dr Jon Malone. The PCN is well established in working together across wider health and social care partners as part of Integrated Care Communities, which will contribute to the successful candidate helping the Clinical Director shape to meet local need.

Job Description

- To develop a single PCN wide business plan for the successful delivery of the PCN DES obligations, and wider PCN objectives.
- To manage the development of the Lower Valley PCN as a vehicle for the delivery of the Primary Care Networks objectives.
- Working collaboratively with the other PCNs in Calderdale.
- Working collaboratively with the wider NHS and Social Care partners to compliment and shape local strategy.
- Representing PCN interests with respect to the interface with acute and community health services, and the GP Federation.
- Developing relationships and influence with local, regional and national organisations in pursuance of PCN interests.
- To support the strategic and policy development of the PCN.
- To oversee the provision of data analysis and monitoring as required.
- Contribute to the delivery of a business plan with practices and CD.

- Complete administration tasks to all new proposals.
- Support and contribute to formal negotiations with senior level staff from external stakeholders, up to Director-level.
- Manage the implementation of the DES and monitor going forward to ensure practices are delivering the DES.
- Represent the PCN at events and meetings.
- Work with the Clinical Director to produce appropriate documentation for the PCN including agendas and minutes of meetings, proposals and papers as required.
- Support management of business cases, produce metric for project measurement, communication and milestones.
- Collate data from member practices to assess and develop the effectiveness of the PCN.
- Engage practices and clinical leaders in creation of a PCN wide project plan to deliver PCN objectives.
- Develop and promote effective working relationships with PCN practices and other key stakeholders.
- Develop and implement patient involvement in service transformation and the wider work of the PCN.
- Manage the PCN website and social and digital media as it develops.
- Manage PCN staff.

This role profile is not exhaustive and you may be directed to complete other tasks according to the skills and requirements for individual roles. These duties will always be reasonable and deemed within the expectations of your position.

Confidentiality

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients, their carers, practice or staff information. All such information from any source is to be regarded as strictly confidential.

Information relating to patients, carers, colleagues, or the member practices may only be divulged to authorised persons in accordance with policies and procedures relating to confidentiality and the protection of personal and sensitive data, or under the guidance of your manager but always in line with current legislation.

Person Specification

Qualifications - Essential criteria

- Excellent standard of general education (English and Maths at GCSE or equivalent level).
- Degree qualification, or able to demonstrate the equivalent level through experience.

Qualifications - Desirable criteria

- Management or Business qualifications.

Experience - Essential criteria

- Experience of working in General Practice and/or a health care environment.
- Supporting members of a senior management team and/or supporting to Director level.
- Excellent knowledge of Microsoft Office applications including Outlook, Excel and Word.
- Data validation experience.
- Working in partnership with external organisations for a successful outcome.
- Understanding of primary care services & community health services.
- Experience in arranging meetings, diary management.
- Financial Management including budget reporting.

Skills – Essential criteria

- Good interpersonal skills with the ability to communicate effectively with a diverse range of people.
- Ability to work as part of a team and autonomously.
- Highly IT literate.
- Excellent written and verbal communication.
- Excellent organizer with high attention to detail.
- Good time management skills, able to prioritise and organise workload.
- Flexibly and ability to adapt to the changing environment.
- Ability to deal with office matters confidentially and sensitively.
- Ability to problem solve and proactively chase when required.

Skills – Desirable criteria

- Knowledge of GP IT systems, SystmOne and EMIS.

Other

- Ability and willingness to travel within PCN geography or as required.

Please email your CV to Kate Coneron – Practice Manager at k.coneron@nhs.net