New year, new challenge?

Are you ambitious and ready to make the move to a position of responsibility within a well-managed and respected GP Practice in Cardiff?

We are currently looking to employ a full-time hard-working, self-motivated individual as **Assistant Practice Manager** to support the Practice Manager and provide staff leadership in Birchgrove Surgery. This role is primarily responsible for the smooth running of the practice’s IT operations, including the management of new and existing software, but also plays a significant role in other key areas of the practice. The successful applicant will work closely with, and deputise for, the Practice Manager in their absence.

A job description is attached for the role and any interested applicants are invited to speak informally with the Practice Manager, Nichola Williams, for any further information.

Owing to the complexity of working in Primary Care, prior experience in a role similar to this will be advantageous, but is not essential. Birchgrove Surgery uses the EMIS patient record system, but training will be available for the right candidate.



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CLOSING DATE: 31.01.2022