Will you fit this team of happy, hard-working professionals?

A UNIQUE OPPORTUNITY HAS ARISEN WITHIN THE MANAGEMENT TEAM OF A POPULAR NORTH CARDIFF PRACTICE

**Birchgrove Surgery** is looking for a motivated, vibrant and hard-working individual to join the team as Practice Manager. Working alongside the Business Manager and the GP Partnership, you will be organising and delivering the best of service to the patients of this well-established practice.

With a patient list size of 11000 patients, which is set to grow in the near future as a result of local building development, you will be expected to lead and manage a team of experienced receptionists and administrators. Your adaptable and positive attitude will help with the responsibilities of this varied role which will include HR, operational organisation, efficient delivery of services, health and safety, and production and updating of office protocols and procedures. You will be taking a lead responsibility for recruitment, training and performance management in line with current employment law.

This is a full-time role, working 37.5hrs per week, and benefits include NHS pension, 5 weeks holiday plus all bank holidays and a salary dependent on experience.

To apply for this crucial role in our team, please send an introductory letter or email explaining your suitability and motivation for applying for this role, together with your up-to-date CV.

If you have any questions, or would like an informal visit to the practice, prior to applying for the role, please contact Nichola Williams on 02920 527161 or by email: [Nichola.williams2@wales.nhs.uk](mailto:Nichola.williams2@wales.nhs.uk)

The application window is set to close on 20th September 2023 and a provisional date has been set for the interviews to take place on 5th October. We look forward to hearing from you soon.