

DEPUTY PRACTICE & HUMAN RESOURCE MANAGER

Baldock Surgery

Part-Time - Flexible hours – circa 20 hours per week

£28,000 - £38,000 per annum pro rata (depending upon experience)

The Baldock Surgery is a friendly GP Practice with 8 GP Partners and 3 Salaried GPs situated in North Hertfordshire serving a patient population of circa 13,000. We are a long-established and very active teaching and training GMS Practice which falls under the East & North Hertfordshire Commissioning Group. The Practice is highly active in its well-functioning, friendly and supportive Primary Care Network where our Senior Nurse is Co-Clinical Director. We were rated “Good” in all areas at our last CQC Inspection in February 2019 and annual review in March 2020.

A new opportunity has arisen for a self-motivated, enthusiastic, flexible and proactive individual to join our excellent administrative and clinical team. The successful candidate will be able to demonstrate solid HR, business administrative, leadership, IT, planning and communication skills.

The postholder will be the direct Line Manager for most non-medical staff, the non-clinical duties of the Practice Nursing Team and administration of employed Medical Staff. The focus of the role will be taking responsibility for day-to-day staff management and all aspects of HR administration. The ideal candidate will have at least two years HR management experience ideally gained in the Primary Healthcare or wider Healthcare sector.

Reporting to the Practice Business & Finance Manager, the postholder will also manage, coordinate and support the delivery of excellent patient care and patient experience within Human Resources, Health and Safety, CQC and governance frameworks.

More information on the main responsibilities of the role is available in the Job Description.

Annual Leave entitlement will be 6 weeks per annum plus statutory bank holidays.

Please apply with a covering letter and CV to Jenny Walsh, Recruitment Consultant at jenny.walsh@nhs.net .

Closing date: 10.00am on Friday, 4th June 2021

Shortlisted candidates will be contacted within two weeks of the closing date.
We regret we do not provide feedback to candidates who have not been shortlisted.

This advert may close early if a suitable candidate is found.