



## Practice Manager

- **Are you passionate about supporting the Practice Principal and General Practitioners of Stirling Central Health Clinic deliver excellent patient care and services?**
- **Are you an excellent leader, strategic thinker, good communicator and problem solver?**
- **Are you enthusiastic about working with a team of administrative staff to provide a high level of customer service to patients?**

***If this sounds like you, then you'll love this role!***

### The Opportunity and You

The Practice Is looking for a person who has experience working in a busy General Practice setting with outstanding leadership and communication skills. The person appointed will understand the importance of patients centred care and service and will be responsible for co-ordinating the day-to-day functions of the practice as well as managing a team of practice nurses and administrative staff.

The high calibre of the practice has been recognised in the past as being a Practice of the Year. In the recent accreditation, Stirling Central Health Clinic received outstanding feedback. This feedback was testimony to the high quality clinical care provided by GPs and nursing staff as well as the excellent customer service provided by the administration staff.

The clinic is now looking to appoint a new highly capable Practice Manager who will provide leadership and collaboratively partner with the Practice Principal to achieve continuous improvements that will maintain the quality of healthcare that is the cornerstone of the practice.

This leadership position will provide an experienced Practice Manager with variety, challenge, and an opportunity to have your contributions fully recognised across human resources, operations, and overall business activities.

Supported by a dedicated team, the scope of responsibilities in this role includes but is not limited to the following.

- Providing leadership to the team and fulfilling human resource management duties.
- Consultatively working with the practice principal, assisting with strategic direction, and creating outcomes with operational matters that improves the practice.
- Actively contributing to a wide range of business activities that will allow the practice to meet and exceed performance outcomes
- Providing assistance and support to the administration and nursing staff regarding a diverse range of queries that may best support doctors and patients.



- Providing support to the practice accountant with financial matters.

Desired candidates will shine in the following areas:

- solid practice management experience gained within a general practice.
- as a true leader, you will have excellent organisational and time management skills with the ability to maintain a positive practice culture
- financial management experience and skills
- a strong patient services approach, the ability to multi-task, with an eye for detail.
- outstanding communicator and highly effective interpersonal skills
- the ability to work closely with the Practice Principle and a 'can do' approach
- professionalism – you can demonstrate a commitment and pride in supporting GPs, visiting specialists, practice nurses and administrative staff in the delivery of quality patient care and services.

**In exchange for your hard work, energy and enthusiasm, Stirling Central Health Clinic will provide:**

- Great remuneration, commensurate with your experience, qualifications, and responsibility.
- A team environment that's supportive and keen to help you to succeed in the role.

*Shortlisting for this position will commence immediately upon submission of applications.*

*Thank you for your time and interest in this opportunity to become a valued member of the team at Stirling Central Health Clinic.*

**If you would like further information, please contact Kay Gally, Associate, MyPS on [0414 777 857](tel:0414777857) or email [kay@mysps.net.au](mailto:kay@mysps.net.au)**