



PCN Operations Manager

Part time – 15-20 hours per week

Sarum Trinity Primary Care Network (PCN) are looking for an organised, proactive individual with excellent attention to detail to work alongside the Clinical Director.

The PCN Operations Manager will be working as part of the Sarum Trinity PCN under the working direction of the Clinical Director and will be required to work across the 3 member Practices; Three Chequers Medical Practice, Whiteparish Surgery and Downton Surgery.

The successful applicant will be responsible for supporting the Clinical Director with the management and development of the PCN. You will be expected to support the delivery of the Primary Care Network DES contract requirements, oversee the PCN financial systems and payments to all practices in conjunction with the PCN accounts as well as manage the administrative functions within the PCN.

You will be representative of Sarum Trinity PCN in cross organisation meetings, PCN Managers meetings and service provider meetings. You will also be expected to attend/co-chair the monthly PCN Board meeting, distribute the minutes along with any supporting information and manage any actions highlighted during the meeting.

We are looking for someone who thrives in a fast-paced environment but has a strong work ethic and the desire to develop their skills and gain experience in a General Practice capacity. You should have impeccable attention to detail with a willingness to try new challenges and tasks. The successful applicant should have excellent written and verbal communication skills and should feel comfortable using the Microsoft suite.

Primary Care experience is preferred however it is not essential.

What we can offer:

All new employees will receive a detailed induction and training programme as well as mentor to guide you through your transition into General Practice

NHS Pension

5 weeks holiday a year plus bank holidays on a pro rota basis

Opportunities for career development and progression

Staff training and away days

How to apply:

Complete the application form that can be found on our website and return to the email address found on the application form or return by hand or post to any of our surgeries.

For more information about these positions please visit our website www.3chequers.co.uk/staff-vacancies or collect an application form from Endless Street Surgery. We look forward to receiving your application.