**Eynsham Medical Group**

**Job Description – Deputy Practice Manager**

|  |  |
| --- | --- |
| **Job Title:** | Deputy Practice Manager |
| **Responsible to:** | Practice Manager |
| **Responsible for:** | Non clinical teams  |
| **Job Purpose:** | Provide an efficient and timely HR and administration service in liaison with team leaders, for all non-clinical staff. Ensure our internal and external communications are consistent and well managed. |

|  |
| --- |
| **Duties and Responsibilities** |
|  |
| **1.** | Ensure HR guidance is followed and documents are kept up to date for all staff |
| **2.** | Ensure all staff reviews and appraisals are conducted in a timely manner |
| **3.** | Assess, arrange and implement an ongoing staff training and improvement programme |
| **4.** | Ensure practice manager informed of staff sickness and any problems with staffing or workload in general |
| **5.** | Approve staff annual leave requests ensuring adequate cover in place |
| **6.** | Line manager to secretarial and admin teams |
| **7.** | Recruit and mentor new members of staff in conjunction with team leaders |
| **8.** | Arrange, lead and attend regular staff meetings  |
| **9.** | Attend and take minutes for regular management and business meetings |
| **10.** | Keep Practice Website updated and relevant |
| **11.** | Keep in regular communication with our Patient Participation Group to ensure the correct messages are reaching our patients in a timely manner |
| **12.** | Ensure Health and Safety check lists and documents are kept up to date |
| **13.** | Oversee documentation and protocols are kept updated |
| **14.** | Trouble shoot |
| **15.** | Liaise and assist the PM on all matters concerning the management of the practice |
| **16.** | Provide cover for practice manager's absence as required |
| **General**  |
| **18.** | Observe health and safety guidelines at all times |
| **19.** | Any other reasonable duties that may be required from time-to-time |