

# Templer Care Network

## Vacancy – Part-time Operations Administrator

Templer Care Network is a newly formed Primary Care Network in Newton Abbot. The member GP Practices include; Buckland Surgery, Cricketfield Surgery, Devon Square Surgery and Kingsteignton Medical Practice. We are looking for a part-time highly-experienced and competent administrator, initially working just 4 hours a week but with scope for the role to increase over the next 5 years. However, the role could be shared or hours kept flexible to help fit around the successful candidate's other commitments/preferences. The work can often be completed from home, or from one of the GP Practice sites, and there will also be meetings to attend and liaising with the Clinical Director and Practice Managers is key, therefore availability on a Wednesday morning is imperative. However, you could easily fit this role in with another job, maybe a Clerk to Governors role, or with your family commitments. This is a unique opportunity to help develop and drive forwards this new endeavour in Primary Health Care.

Primary Care Networks launched in July 2019 following recommendations from the NHS new Long Term Plan. The aim is to offer further opportunities for group work, sharing best practice and collaborative projects to develop innovative patient care strategies. There will be funding for new workforce which will bring about additional support and creative new ways to help manage the workload. There will also be projects we can get involved in across the PCN to further develop how we meet our population needs. Over time closer working relationships with community teams and voluntary organisations driven by the PCNs will develop to enhance how we care for our patients.

We are looking for a highly motivated, dynamic administrator with experience of PA work, coordinating meetings and taking accurate minutes, data collation, analysis and reporting, writing and reviewing policies and procedures and HR work. You will need to have excellent communication skills, be highly organised, detail orientated, reliable, flexible, numerate, confident in using all Microsoft Office software and keen to develop new skills. Experience of working within Primary Care would be desirable but not essential. A full job description and person specification is included. As this will be an evolving role the Job Description may seem significant for a part-time role but the initial priorities will be to coordinate the meetings, PA Duties and getting Policies and Procedures in place.

Ideally, we are looking for someone to start immediately but will be understanding of notice periods or potential other commitments that may slightly delay your availability to start.

If you would like to gain more information about Templer Care Network and the role, or for an informal chat, then please contact the Practice Manager of Cricketfield Surgery, Jennifer Wain.

[cricketfieldpracticemanager@nhs.net](mailto:cricketfieldpracticemanager@nhs.net)

01626 208029

Please be aware that to ensure patient safety there are essential pre-employment checks to be conducted including referencing and a Disclosure and Barring Service check.

**Closing Date:** Tuesday 17<sup>th</sup> September 2019 at midday – **applications to made via NHS Jobs/Application form**

**Interview Date:** Wednesday 25<sup>th</sup> September