

**Scottish Practice Management Development Network**

Local Co-ordinator Vacancy - Lothian

As part of our commitment to supporting General Practice in Scotland with the ongoing learning and development of General Practice Managers, we are seeking a Local Co-ordinator(s) to support their local colleagues in Lothian. Applicants for the role of Local Co-ordinator will be experienced and highly motivated Practice Managers who are currently employed within a General Practice in Scotland. You will have a minimum of three years General Practice Management experience and understand the bigger picture of the role of General Practice within the wider NHS.

Local Co-ordinators provide ad hoc advice and support to their local Practice Manager colleagues, offering learning opportunities to support their Continuous Professional Development. They support their peers offering coaching and mentoring to new and experienced Practice Managers.

Working with the Professional Development workstream within NHS Education for Scotland you should demonstrate a commitment to Practice Management education and should be able to demonstrate flexibility, excellent communication skills and a commitment to coaching, mentoring and supporting others in their personal development. You will already have credibility and a raised profile in their Health Board area, with a wide network of Practice Manager and Primary Care Health Board (HB) colleagues.

The role of the Local Co-ordinator varies in every Health Board area and on the needs of their local Practice Manager colleagues. Some provide the only opportunity for PMs to meet up, network and learn from each other, while in other HBs good networks and support systems already exist. To meet the needs of NHS Lothian, the Network seeks to appoint one or two Local Co-ordinators who will work across Lothian.

Local Co-ordinators have a track record of working in partnership with their colleagues, e.g. representing local Practice Managers at local meetings, or similar. They must be prepared to represent Practice Managers on a local, regional and national basis if asked to do so and to communicate regularly with the Practice Managers in their HB area, keeping them up to date with developments locally and nationally. They must have the ability to balance professionalism with an outgoing, sociable personality and act as an ‘ambassador’ for Practice Management, desiring to promote the Local Co-ordinator role and that of the Scottish Practice Management Development Network.

Local Co-ordinators require agreement from your current employer to undertake this role. Local Co-ordinator’s Practices are funded by NES for up to four sessions per month, where Local Co-ordinators share a Health Board area, the sessions will be divided.

Informal enquiries are welcome to practice.manager@nes.scot.nhs.uk

An application pack is available to download from https://www.scotlanddeanery.nhs.scot/your-development/practice-manager-development/spmdn-local-co-ordinator-vacancies/

Your application should be submitted by email to Practice.manager@nes.scot.nhs.uk by 12 midday on 10th June 2019