



## **Practice Manager - Fox Valley Medical and Dental Centre – part time 30 hours per week**

Sydney Adventist Hospital seeks a part time (30 hours per week) Practice Manager to manage the operations of the Fox Valley Medical and Dental Centre to accreditation standards through effective team leadership and management, operational efficiency and achievement of financial goals.

The Fox Valley Medical and Dental Centre functions 6 days per week on the campus of Sydney Adventist Hospital and provides a range of primary and specialist healthcare services.

The Practice Manager will also be responsible for the leasing of sessional consulting rooms at the San Consulting Suites.

The successful applicant will have sound knowledge of operational practice issues gained through a minimum of five years' employment experience in medical practices or similar.

### **Qualifications and Experience:**

#### **Essential**

- A minimum of five years practice management experience or equivalent
- Demonstrated knowledge of the Accreditation process Australian General Practice Accreditation Limited (AGPAL)
- Excellent verbal and communication skills
- Proven knowledge of software programs, for example, Medical Director/Pracsoft/Genie.
- Proven management skills

#### **Desirable**

- Degree in health management or business or equivalent
- Experience in Business Development including ongoing market analysis, development of new services/products
- Previous experience in Project Management
- Medical/Nursing background

For further information contact Catherine Murphy, Assistant Director of Medical Services, via email [cathie.murphy@sah.org.au](mailto:cathie.murphy@sah.org.au) or Dr Jeanette Conley, Medical Executive on 02 9487 9400, or email [Jeanette.conley@sah.org.au](mailto:Jeanette.conley@sah.org.au)

**Please forward fully completed applications in a PDF format, including a cover letter addressing the selection criteria and a current curriculum vitae and completed application form (which can be found on the website <http://www.sah.org.au/> ) to: [cathie.murphy@sah.org](mailto:cathie.murphy@sah.org)**

Applications close Friday May 12th 2017.