

# Medical Practice Manager Full-time



UFS is seeking an experienced Practice Manager for the UFS Medical Centre which will open in September. This is a unique opportunity to join an innovative organisation renowned as an employer of first choice.

The position will be responsible for:

- Developing, documenting and implementing appropriate practice processes and policies
- Management and support of non-medical staff
- Operations management including diary management, patient flow and customer service
- Administration systems, accounts, stock maintenance and audit
- Practice accreditation and compliance
- Management of business and IT systems
- Business planning and strategy in conjunction with the management team to ensure business and financial objectives are achieved.

## Key Qualifications and Competencies Required:

- Sound understanding and knowledge of Commonwealth and State health systems, policy and funding arrangements.
- Proven experience managing medical centre operations and leading staff in a General Practice environment.
- Experience and knowledge in managing financial and IT systems.
- Demonstrated experience of service provision in a client focused environment..
- Outstanding interpersonal and communication skills including written, verbal and negotiation skills.
- A relevant tertiary qualification or equivalent experience is essential.

Please contact Tania Britt on (03) 5327 7771 or [recruitment@ufs.com.au](mailto:recruitment@ufs.com.au) for a position description. Please forward your application including cover letter, responses to the selection criteria in the position description and resume by **Monday 18<sup>th</sup> August 2008**. Incomplete applications will not be considered.



**Applications to:**  
**Employee Services Department**  
**UFS Dispensaries Ltd**

PO Box 301  
Ballarat VIC 3353  
[recruitment@ufs.com.au](mailto:recruitment@ufs.com.au)

[www.ufs.com.au](http://www.ufs.com.au)