

Better Health  
**Medical Team**  
**MEDICAL PRACTICE MANAGER**

76 hours per fortnight (1.0 FTE)  
2 years fixed term

### The Position

If you are excited by challenges in health and want to make a difference while growing into a potential Executive Leader for the future this is a role for you. As part of the Better Health Division the Senior Leader of the Medical Practice, Sexual and Reproductive Health and Doctor's in School's Program is one of three senior roles of the division. This position provides middle management oversight and co-ordination to Bendigo Community Health Services' (BCHS) Medical Practice Team. In a collaborative and engaging style, the Senior Leader seeks to continuously improve and manage business systems and processes necessary for the effective provision of BCHS' Medical Practice Services.

The role is pivotal in principles of practice management in ensuring efficient and effective quality clinical care. It is a dynamic and innovative role taking an incumbent beyond the role of practice management for it involves strategic creativity, performance monitoring and an ability to be part of high performing team.

### To successfully apply for this position you will need:

1. Demonstrated experience in management and ability to work under pressure.
2. Demonstrated experience in practice administration.
3. Demonstrated experience in financial management and reporting processes.
4. Ability to provide vaccination status information that meets the requirements for healthcare workers.

For further information about the position contact Graem Kelly PSM on 03 5406 1200.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to [recruitment@bchs.com.au](mailto:recruitment@bchs.com.au) by 10pm Sunday, 18 June 2023.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1312 if an automatic acknowledgement has not been received.