

## Practice Manager – The Maryhill Group Practice, Elgin

**Hours: Full-time**

**Salary: Competitive salary based on experience**

The Maryhill Group Practice is seeking an exceptional Practice Manager to lead our motivated, friendly, and forward-thinking team. We are a well-established, innovative partnership of six GP Partners, caring for a practice population of 22,500 patients. We pride ourselves on delivering high-quality, patient-centred care and fostering a supportive, collaborative working environment.

This vacancy has arisen due to the upcoming planned retirement of our current Practice Manager, who has dedicated an outstanding 37 years of service to the practice. To ensure a smooth and confident transition, they will remain in post for a period to provide support, guidance, and structured handover training to the successful candidate.

We are supported by a strong multidisciplinary team including Salaried GPs, Nursing Team, a highly skilled administrative and management team, along with a range of Allied Health Professionals, all working together to deliver safe, effective, and compassionate care.

Elgin is a thriving and accessible town in Moray, offering excellent schools, affordable housing, a supportive community, and superb access to beaches, mountains, and outdoor pursuits.

### About the Role

This is a key leadership position, responsible for the strategic, operational, financial, and HR management of the practice. The successful candidate will ensure the smooth running of day-to-day operations while driving innovation and service development along with the Partnership.

### Key Responsibilities

- **Strategic & Operational Leadership:** Oversee daily operations, support long-term planning, and lead service improvement initiatives.
- **Financial Management:** Manage budgets, income streams, expenditure, and financial governance. Produce financial forecasts to support decision-making.
- **Human Resources:** Lead recruitment, staff development, and workforce planning. Ensure compliance with employment law and support a positive team culture.
- **Governance & Quality:** Maintain compliance with HIS and clinical governance standards.
- **IT & Systems:** Oversee clinical and administrative systems (including Vision/Docman) and support digital development.



- **Patient Services:** Ensure excellent standards of patient care, communication, and complaints management.
- **External Representation:** Act as a visible leader for the practice, representing us at local and national levels when required.

### Person Specification

#### Essential Qualifications

- Degree-level education or equivalent experience
- Management qualification (healthcare preferred) or willingness to work towards one

#### Essential Experience

- Strong background in staff, financial, and operational management
- Understanding of NHS Scotland systems and contracts

#### Desirable Experience

- Experience in healthcare or GP practice management
- Previous GP Practice Manager experience
- Knowledge of GP contracts and HSCP working
- Experience in premises or estates management

#### Skills & Attributes

- Strong leadership and communication skills
- Excellent organisational and problem-solving abilities
- Financial acumen and IT proficiency
- Professional, resilient, and aligned with our values

Informal enquiries or applications can be made to either Eileen Rae, Practice Manager, at [Eileen.rae@nhs.scot](mailto:Eileen.rae@nhs.scot) or Kerry Cattnach, GP Partner, at [Kerry.cattanach@nhs.scot](mailto:Kerry.cattanach@nhs.scot).

**Closing date: 10th February 2026**