**Practice Manager**

**Riverside Medical Practice  
Musselburgh Primary Care Centre, Inveresk Road, Musselburgh EH21 7BP**

**About us**

Riverside Medical Practice is a large, forward-thinking GP surgery based in the town of Musselburgh (near Edinburgh), serving a diverse and growing population. We are committed to delivering high-quality care and evolving to efficiently meet the growing needs of our community. We have a list size of around 20,000 patients and a large well-established team of fantastic employees. The practice is situated in the purpose-built Musselburgh Primary Care Centre approximately 5 miles east of Edinburgh city centre.  
  
**The opportunity**

We are seeking an experienced and driven Practice Manager to lead our dynamic multidisciplinary team and oversee the smooth and efficient running of the Practice. This is a unique opportunity to manage the business following the impending retirement of our longstanding Practice Manager. This is an opportunity to join a progressive healthcare organisation where your leadership will directly contribute to the delivery of outstanding patient care. The position is full time on site and includes access to the NHS pension scheme.    
  
**Key responsibilities**

* Lead, manage, and support a diverse team of clinical and administrative staff.
* Oversee daily operations and finances ensuring the Practice runs smoothly and efficiently.
* Implement and manage organisational change to improve systems, processes, and outcomes.
* Develop and monitor performance indicators and service standards.
* Ensure compliance with regulatory and contractual obligations.
* Work closely with GP Partners and external stakeholders to deliver the Practice’s strategic objectives.

**What we offer**

* The opportunity to shape and lead in a well-regarded and innovative medical practice.
* A supportive and collaborative working environment.
* Ongoing professional development and training opportunities.
* NHS pension scheme and competitive salary package.

**Essential criteria**

* Proven senior management experience, either in the public or private sector.
* Demonstrable experience of line managing teams, with strong leadership and people management skills.
* A track record of successfully implementing organisational change and problem solving, ideally within a complex or multi-disciplinary environment.
* Excellent organisational, communication, and problem-solving abilities.
* Financial acumen and experience with budget management and associated IT skills.
* A working knowledge of HR processes and health and safety regulations.

**Desirable criteria**

* Experience within a healthcare setting is advantageous but not essential.
* Familiarity with NHS systems and structures.

**To apply:**  
Please submit your CV and a covering letter detailing your suitability for the role and how you meet the essential criteria, to Dr Richard Fairclough at loth.feedback76033@nhs.scot. To arrange an informal discussion about the role please get in touch via the same email address.

**Closing date:** 21/09/2025  
**Interview date:** to be confirmed but likely 1/10/2025