



JOB DESCRIPTION

Job Title: Part time Practice Manager

Hours per week: 19.5 hr per week (over three days)

Location: The Stubbington Ark Animal Centre, Fareham.

Reporting to: Animal Centre Manager

Overall Job Purpose

To oversee and develop the work of the veterinary practice

To take on all operating duties of the veterinary practice, allowing the vets and vet nurse to concentrate on the welfare of the animals in their care, enabling more vet runs, operations and health checks.

Key Tasks/Job Description

- General practice management
- Financial management and reporting
- Ensuring and facilitating staff training and development
- Managing personnel
- Overseeing and organising important records and files
- To motivate staff/volunteers to ensure that animal welfare continues to be of the highest quality
- Practice administration
- Budget and resource management
- Data automation
- Legal compliance and governance

- Exploring further income generation opportunities
- Backing up x-rays, sending off badges and x-rays for referral where necessary
- Liaising with drug reps, ordering, stock control, pricing and updating drugs into the database
- Liaising and arranging repairs and servicing of equipment in the veterinary practice
- Printing off invoices and requesting purchase order numbers for all Inspectorate animals
- Overall responsibility for managing the vet unit database
- Up dating protocols and procedures
- Assisting with procedures/operations where necessary
- Dispensing of drugs prescribed by the vet
- To undertake any other duties as may be directed from time to time by the
Animal Centre Manager
- To ensure the health and welfare of all animals in our care
- To undertake continuing professional and personal development associated with
the role

While at work all staff are required to:

- Adhere to the Branch's charitable objectives which are to promote kindness and prevent cruelty to animals
- Understand and comply with Branch policy and procedure
- Take care of their own health and safety and that of others who may be affected by their acts and omissions
- In addition to your normal duties, you may occasionally be required to work extra hours and undertake such other reasonable duties as necessary to meet the needs of the Branch. Extra hours worked will be given back as time in lieu.

Person Specification:

Please see person specification attached (appendix A)

This job description is a statement of the job content required as of June 2023

It should not be seen as precluding future changes.

Appendix A

PERSON SPECIFICATION Practice Manager

| | ESSENTIAL | DESIRABLE |
|--|---|---|
| PROFESSIONAL AND/OR TECHNICAL QUALIFICATIONS | Must possess a valid Veterinary Nurse (RCVS) certification Registered with the RCVS. | |
| EXPERIENCE | 2 years experience as a Veterinary Nurse in the UK Experience in managing a small team Extensive experience in reviewing, creating and implementing new policies, processes and procedures. | Ideally some experience in the charity sector. Practice manager experience |
| SKILLS AND COMPETENCIES | Excellent communication skills (both written and oral). Ability to be sensitive to the financial constraints of the Branch. Ability to work well under pressure. Experienced in using Veterinary software. | Experience in using Pro Vet |
| PERSONAL QUALITIES | Good standard of personal presentation. Professional approach to veterinary care and clinic practice. Ability to manage their own and others' time effectively. | |

Employee signature:.....

Date:.....