

*** We're Hiring! Have What it Takes to be a Governance Officer? ***

Join our dedicated team at Queens Road Medical Practice, a general medical practice committed to providing high-quality healthcare services to our community. We value compassion, integrity, and excellence in everything we do.

Job Purpose: As a Governance Officer, you'll play a key role in the administration of all governance areas, ensuring our practice runs smoothly while maintaining a commitment to patient satisfaction and care excellence.

Key Responsibilities:

- Foster a positive, collaborative environment that values teamwork and open communication.
- Assist the Head of Department for Governance in managing governance-related activities.
- Handle patient complaints, feedback, and Health & Safety requirements.
- Maintain our clinical database and assist with data breach reporting.
- Coordinate learning events and ensure effective administration of practice governance.

Qualifications & Skills:

- ✓ Strong written & verbal communication skills.
- ✓ Proficient with Word, Excel, PowerPoint, and Outlook.
- ✓ Attention to detail, excellent time management & organisational skills.
- ✓ Previous administration experience is essential.
- ✓ Maths & English GCSE grade C or above.

Why Join Us?

- A supportive team environment where your voice matters.
- Opportunity to make a real impact on patient care and satisfaction.
- Room for growth and development with annual CPD targets.

If you're self-motivated, adaptable, and passionate, we'd love to hear from you!

Apply now by sending your CV and a cover email to jobs@eqrmp.com

#Governance #JoinOurTeam #AdministrationJobs #QRMP