



RURAL ALLIANCE PRIMARY CARE NETWORK

| | |
|-----------------|--|
| Job Vacancy: | Primary Care Network (PCN) Care Co-Ordinator (Data) |
| Contract: | 37.5 hours per week, permanent contract |
| Salary Range: | £22,549 - £24,882 depending on experience |
| Location: | Initially based at Bunbury Medical Practice CW6 9PE |
| Working with: | Rural Alliance practices |
| Responsible to: | Rural Alliance PCN Manager Bunbury Medical Practice Manager |

The Rural Alliance is looking for a Care Coordinator (Data) to work for the PCN which is made up of 6 friendly like-minded GP Practices within rural Cheshire.

The PCN employ a PCN Manager who is tasked to deliver on a wide range of business, project management, data submission and improvement initiatives across the Primary Care locality, providing strategic and operational transformation, support and leadership.

The successful candidate will work flexibly to support the PCN Manager, Clinical Director, Practice Managers and the PCN. This will include work on the continuous improvement of data management, to allow the PCN to confidently analyse patient need and opportunities to improve existing and develop new patient services.

High quality data management is also needed to assist PCN practices in managing their workload on contracted areas such as PCN DES, Impact & Infrastructure Fund and Quality and Outcomes Framework.

The role will require the successful candidate to provide admin support to the PCN board and the various Project Support Groups.

We are looking for someone who is enthusiastic, self-motivated and dynamic and who has the ability to effectively communicate and engage with staff at all levels. Strong IT, organisational abilities and flexibility are key qualities required for this role. The applicant must be able to handle changing demands effectively and prioritise workload to ensure appropriate deadlines are met.

DBS check is an essential requirement for the post.

For further information and to apply please click [here](#)

The closing date for applications is Wednesday 5th January 2022
Interviews will be arranged for w/c 10th January 2022