

PRACTICE DIRECTOR JOB SPECIFICATION

SEPTEMBER 2020

THE ROLE

The primary focus of this role is day-to-day overall management of the operational aspects of the business. Candidates should be capable of:

- supporting the partners of the firm with project management and strategic input
- overseeing day-to-day financial matters
- acting as compliance officer for the firm for GDPR, MLR, POCA

The practice director will report directly to the partnership (with one partner being their specific line manager) and will have line manager duties for at least some of the various departmental managers.

There is scope for the remit of the role to grow, depending on skills and interests.

Specific aspects of the role follow.

SUPPORTING THE PARTNERS

The practice director will work in conjunction with the partnership to form a cohesive leadership team.

The practice director will not only be able to implement decisions taken by the partnership but will also be able to provide strategic input to the partnership to aid the decision-making process. The practice director will thus help to shape partnership decisions and form an effective conduit between the leadership team and the firm.

The practice director will be able to identify key challenges faced by the business and help the partnership build innovative solutions. The practice director will usually then take primary responsibility for implementing those solutions. The practice director will work closely with the partners, maximising the effectiveness of the leadership team.

Specific responsibilities will include:

- Facilitating partners meetings (organisation and preparation of materials, chairing meeting, directing outputs)
 - Partner reviews
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FINANCIAL

The practice director will be responsible for:

- Developing and managing an annual budget for each department (with finance partner)
- Month-to-month cashflow (with finance partner, at least initially)
- Monthly reporting of financial performance to partners

- Identification of hurdles to improved financial performance and provision of solutions thereto
- Developing and implementing improved credit control procedures

COMPLIANCE

The practice director will act as compliance officer for the firm for GDPR, MLR, POCA. They will ensure we meet the requirements of each of these and of any new laws, and provide regular training and updates to partners and staff. They will also have responsibility for professional indemnity insurance – review, renewal, claims; and for the complaints record and follow up.

EXPANSION OF ROLE

Additional skills in HR, IT, and business development would be beneficial and may enable us to expand the remit of the role. Additional responsibilities which could be included in the role are listed below:

HR	Business Development	IT
Employment terms and conditions, staff policies	Devise and report on metrics of where our work comes from	Line management of IT Manager
Recruitment processes	BD strategy	IT support standards
Development and implementation of improved staff benefits program	Brand compliance	Software & development strategy
Annual review program	Client reviews	IT Hardware strategy
Pension scheme	Complaint handling	Digital literacy