



HSS Registered

Business Coordinator

Health Salaried Officers Agreement: Level G-5

Position Number: 115332

Contract Management / Corporate and Clinical Contracting

South Metropolitan Health Service

Reporting Relationships

Chief Executive SMHS
Position Number: 000001



Executive Director Contract Management
Award Level: Class 2
Position Number: 115193



This Position



Directly reporting to this position:

Title	Classification	FTE
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Also reporting to this supervisor:

- Management, Level G12, 1.0 FTE
- Manager Contracts (PHC), Level G10, 1.0 FTE
- Manager Contracts, Level G10, 2.0 FTE

Key Responsibilities

The Business Coordinator, in conjunction with specified managers and the finance area, provides effective and efficient financial management. This position also provides executive support to the Executive Director Contract Management, provides corporate support functions to the Directorate and provides support and an advisory service to specified managers on aspects of Human Resource Management.

Brief Summary of Duties (in order of importance)

1. Executive Support

- 1.1 Provides executive support and briefs the Executive Director with respect to key issues and actions required, following-up actions and resolutions.
- 1.2 Develops, implements and maintains systems for the management of information and administrative processes in the Executive Director's office.

2. Financial Management

- 2.1 Provides operational support to the Executive Director in reviewing and planning financial accounting, management and reporting responsibilities.
- 2.2 Assists in the development of budgets and monitors the performance against benchmarks and projected trends.
- 2.3 Provides advice to specified managers on financial matters.
- 2.4 Prepares monthly reports, MPS and Commonwealth reporting requirements and other reports in consultation/collaboration with relevant others.
- 2.5 Assists Managers in the preparation and development of internal financial control measures and facilitates compliance with the FAAA and Treasurer's Instructions.

3. General Business Projects

- 3.1 Develops, implements and maintains systems, processes and templates for Senior Executive communication with key stakeholders including SMHS, the Department of Health and Minister.
- 3.2 Undertakes projects and business case development as directed.
- 3.3 Assists managers with the improvement and standardisation of administrative / reporting systems and participates in Management Team meetings.
- 3.4 Supports a range of relevant business and information systems including Oracle, Lattice, RoStar and HCARE.
- 3.5 Establishes sound networks to facilitate effective planning and contracting.
- 3.6 Facilitates the development of effective service plans and agreements.
- 3.7 Assists with review, implementation and communication of business processes, policy and procedure requirements for the Contract Management office
- 3.8 Maintain records relating to equipment and corporate information.
- 3.9 Prepares monthly reports, MPS and Commonwealth reporting requirements and other reports in consultation/collaboration with relevant others.

4. Human Resource Management

- 4.1 Supports Human Resource functions by providing assistance with processes in respect to awards, agreements, policies and standards and regular reporting.
- 4.2 Assists with recruitment and retention strategies and practices.
- 4.3 Assist in the monitoring of staff leave and efficient management of staff leave liability.
- 4.4 Ensures that all HSS documentation including payroll and leave applications are processed in accordance with Hospital policies and procedures.
- 4.5 Contributes to the development, review and maintenance of duty statements and job descriptions.

5. SMHS GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements

Business Coordinator| HSO Level G-5 | Position Number: 115332

of the National Safety and Quality Health Service Standards and other recognised health standards.

5.4 Completes mandatory training (including safety and quality training) as relevant to role.

5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.

5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated experience in financial and business management.
2. Considerable experience in providing executive support.
3. Demonstrated skills and knowledge of computerised accounting systems and budget interpretation.
4. Demonstrated experience in project development and management.
5. Demonstrated effective communication, analytical and problem solving skills.
6. Demonstrated ability to work independently and as a team member and to manage and prioritise tasks.
7. Awareness and application of quality and risk management principles.

Desirable Selection Criteria

1. Possession of a relevant tertiary qualification or progress toward same.
2. Knowledge and understanding of relevant standards, legislation and awards.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager / Supervisor Name	Signature or	HE Number	Date
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Dept. / Division Head Name	Signature or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature or	HE Number	Date
Effective Date			

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	08/07/2016 HE38566
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