



SECTION 1 - POSITION IDENTIFICATION

Title:	Manager
Classification:	Level 8
Award:	Public Service and Government Officers General Agreement:

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
	Director General	
↑		
Division: System Policy and Planning	Assistant Director General	
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Directorate: Subacute Community & Aged Care	Group Director	SES Class 1
↑		
Branch: Community Services	Director	SES Level 9
↑		
Section:	THIS POSITION	

Positions under direct supervision and control:

<u>Position No</u>	<u>Title</u>	<u>Classification</u>
00001212	Coordinator Finance & Contracts	Level 7
00001460	Finance Analyst	Level 5
00001257	Finance Officer	Level 3

SECTION 3 - KEY RESPONSIBILITIES

Supports the Group Director and provides strategic leadership and management in the provision of financial and corporate service functions to the Subacute Community and Aged Care Directorate. Participates in the strategic management of the Directorate.

Ensures there is an appropriate mix of services from the non-government sector in the overall resource allocation and monitoring process. Coordinates the development of health systems policy for agreements and business processes with the not-for-profit community services sector. Manages the program planning and service arrangements for statewide and not-for-profit community services sector.

MANAGER	Level 8	00001245
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SECTION 4 - STATEMENT OF DUTIES

BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No	Duties
	<p>Leadership and Management</p> <ul style="list-style-type: none"> • Participates in the strategic management of the directorate as a member of the directorate Management Team. • Provides leadership, direction and management of Branch staff. • Leads the development, implementation and management of the finance and planning cycles of the directorate • Reports to the Group Director and management team on financial matters • Identifies opportunities to invest in innovative service delivery strategies in specific health program areas. • Participates in area service planning to ensure service needs, gaps and integration are maintained utilising the non-government sector. <p>Finance</p> <ul style="list-style-type: none"> • Develops, implements and maintains the Contracts Management System • Coordinates and manages the planning, implementation, monitoring, maintenance, evaluation and re-negotiation of agreements with not-for-profit community services health service providers. • Coordinates the development of system-wide policy for agreements and business processes with the non-government sector. Ensures consistent application of Government policy. • Initiates ongoing cyclic reviews for non-government sector investment priorities, and ensures control & compliance mechanisms are in place. • Responsible for funds management and allocation for not-for-profit community services sector organisations and the statewide programs budget. • Ensures the analyses of financial and target group impact are incorporated into resourcing & allocation strategies. • Responsible for the timely production of monthly activity reports on non-government sector and programs for the Director General, the State Health Executive Forum (SHEF) and the Minister. <p>Liaison and Communication</p> <ul style="list-style-type: none"> • Works in close collaboration with the other branches in the Directorate and Divisions to interpret resourcing & allocation strategies and policies relevant to the provision of health care to Western Australians. • Directs and manages health service consultancy services as necessary. • Advises the Director in respect of the effective control of not-for-profit community services programs budgets through health service contracts. • Establishes and maintains strong working relationships with the non-government sector. • Represents the DOH on National, State and regional committees on matters pertaining to service agreements with the non-government sector. • Liaises with health agencies, government agencies, relevant tertiary sector divisions and other bodies on matters related to health care requirements and utilisation. • Provides advice and responds to ministerial correspondence as required. • Performs or directs other duties as allocated by the Director.

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SECTION 5 - SELECTION CRITERIA

1. Substantial experience and knowledge in financial and contract management at senior levels in the Public or Private Sectors
2. Demonstrated ability to lead and manage people and resources in the delivery of strategic level outcomes
3. Demonstrated ability to Build and maintain productive relationships with key people and community service organisations within the health sector and within other government agencies
4. Demonstrated high level communication and influencing skills
5. Strong conceptual, analytical and problem solving skills, including the ability to contribute to high level organisational policy and strategic planning activities
6. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

DESIRABLE

1. Tertiary qualifications in a relevant discipline.
2. Knowledge of government tendering procurement and contracting, and development of policy, including the Delivering Community Services in Partnership Policy.

APPOINTMENT CRITERIA

SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

Location	East Perth	Accommodation	Nil
Allowances	Nil	Specialised Equipment Operated	Nil

SECTION 7 – CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date