



HSS Registered

Effective Date: February 2014

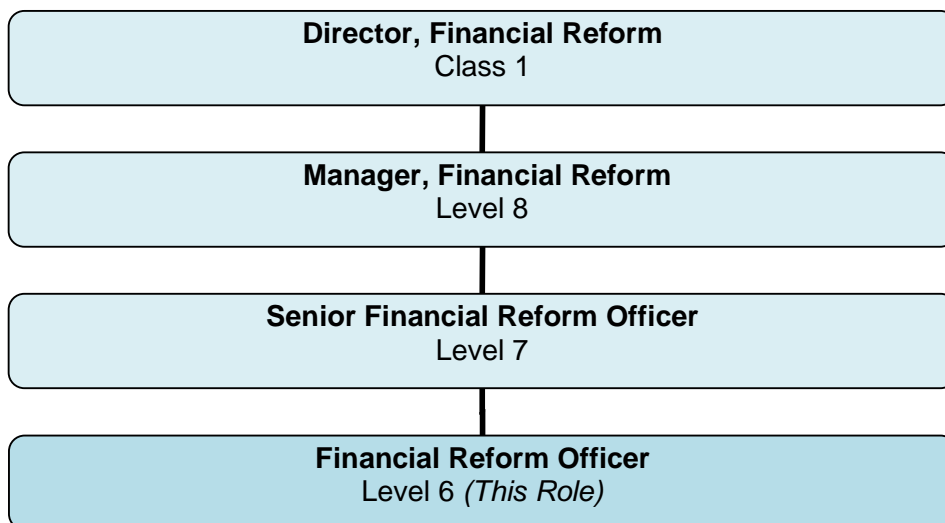
**POSITION DETAILS**

<b>Position Title</b>	Financial Reform Officer	<b>Position Number</b>	00009662
<b>Classification</b>	Level 6	<b>Employment Status</b>	Permanent / Contract
<b>Award</b>	Public Service and Government Officers General Agreement	<b>Location</b>	East Perth WA

**ORGANISATIONAL ENVIRONMENT**

<b>Our Focus</b>	The Department of Health oversees the delivery of high-quality health care to Western Australians. Our goal is to make sure that the health services we provide are available to those people who need them most, and serve to improve the health and wellbeing of those whose need is greatest.
<b>Our Values</b>	Care, Respect, Excellence, Integrity, Teamwork, Leadership.
<b>Our Measures of Success</b>	Our mission is to improve, promote and protect the health of Western Australians by the following four Strategic Intent Pillars: <ol style="list-style-type: none"> <li>1. Caring for individuals and the community</li> <li>2. Caring for those who need it most</li> <li>3. Making best use of funds and resources</li> <li>4. Supporting our team.</li> </ol>

**Reporting Relationships**



## KEY RESPONSIBILITIES

The Financial Reform Officer is responsible for the delivery of their function, whilst providing advice and consultation to internal and external stakeholders. Individuals at this level are self motivated and driven professionals who support an innovative approach to their work. In this role you are expected to assist with and contribute to financial reform projects, including the development, implementation and evaluation of strategies, policies and systems supporting financial reform initiatives.

## BRIEF SUMMARY OF DUTIES

1. Assist with and contribute to financial reform projects, including the development, implementation and evaluation of strategies, policies and systems supporting financial reform initiatives.
2. Assist with and contribute to financial performance monitoring projects, including the development, implementation and evaluation of performance models and systems, and the establishment of key performance indicators and benchmarks for service providers within the Department of Health to meet accountability requirements.
3. Assist with and contribute to financial reporting projects, including the development, implementation and evaluation of reporting systems for the collection, analysis and reporting of financial data.
4. Assist with complex analysis and research into the financial performance of service providers within the Department of Health.
5. Liaise with key stakeholders which are impacted by financial reform projects, providing advice and support on the implementation of financial reform.
6. As directed by the Manager, Financial Reform, participate in and support committees, working parties and project teams involved with financial reform projects, to facilitate reform and provide specialist financial policy and planning advice.
7. Maintain an awareness of national and international research, identifying trends and developments that may impact on the financial reform agenda.
8. Prepare papers, reports, briefing notes, ministerial advice and responses to correspondence relating to financial reform.
9. Share knowledge and work in partnership with other areas in the Finance Directorate, to ensure consistency in advice and services provided.
10. Act ethically, in accordance with the WA Health Code of Conduct, and actively foster a work environment that values care, respect, excellence, integrity, teamwork and leadership.
11. Undertake other duties as directed.

## SUCCESS CATEGORIES AND CAPABILITIES

CAPABILITY	BEHAVIOURAL INDICATORS
<b>Shapes and manages strategy</b>	<ul style="list-style-type: none"> <li>▪ Supports shared purpose and direction</li> <li>▪ Highly developed conceptual, research and analytical skills</li> <li>▪ Shows judgment, intelligence and common sense</li> </ul>
<b>Achieves results</b>	<ul style="list-style-type: none"> <li>▪ Experience in implementing reform and change management in a financial environment</li> <li>▪ Demonstrates competency in financial policy development and project management in a financial environment</li> </ul>
<b>Builds productive relationships</b>	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationships</li> <li>▪ Values individual differences and diversity</li> <li>▪ Listens to, understands and recognises the needs of others</li> </ul>
<b>Exemplifies personal integrity and self-awareness</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates public service professionalism, probity and accountability</li> <li>▪ Ability to work within and promote the values of the Department of Health</li> <li>▪ Demonstrates self awareness and a commitment to personal development</li> </ul>
<b>Communicates and influences effectively</b>	<ul style="list-style-type: none"> <li>▪ Communicates clearly</li> <li>▪ Demonstrates high level of written and verbal communication and interpersonal skills</li> <li>▪ Listens, understands and adapts to audience</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Significant relevant experience, particularly in a financial environment</li> <li>▪ Proven ability to perform duties and specific knowledge per discipline</li> <li>▪ High level of information technology skills, particularly in MS Excel</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>▪ Tertiary qualification in a financial or other relevant discipline</li> </ul>

## APPOINTMENT FACTORS

1. Successful Criminal Record Screening (CRS) Clearance
2. Successful 100-point Identification
3. Successful Pre-employment Integrity Check

