

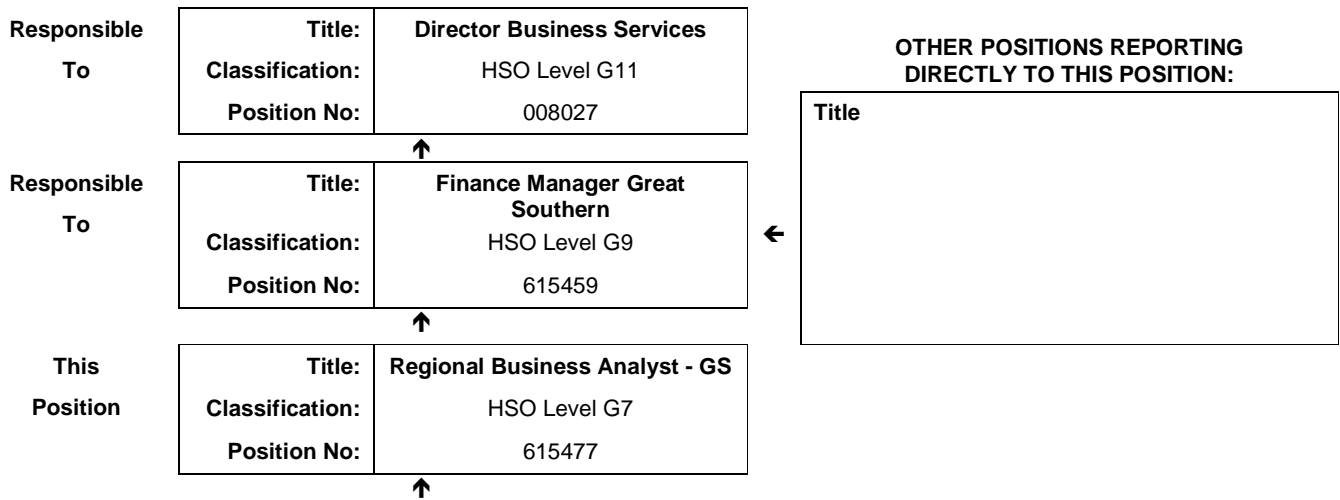


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICES		Position No:	615477
Division:	Great Southern	Title:	Regional Business Analyst - GS
Branch:	Business Services	Classification:	HSO Level G7
Section:	Business Services	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:			← Other positions under control:	
Position No.	Title	Classification	Category	Number

Section 3 – KEY RESPONSIBILITIES

Coordinate activities associated with the development and implementation of resource management initiatives including Activity Based Funding/Activity Based Management (ABF/ABM) including the development, implementation, monitoring and review of modelling, reporting tools, processes and procedures.

Supporting Regional Management in driving performance improvement across the Region by working with Directorate Managers to develop and implement best practice and continuous improvement strategies

WA Country Health Service – Central Office
17 August 2017
REGISTERED

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	BUSINESS PLANNING & IMPLEMENTATION		
1.1	Develops and implements proactive solutions to enable performance improvement across the Region and to prevent service delivery failure		
1.2	Develops and helps to implement strategies and measures that improve the connections between patient outcomes, performance indicators and corporate governance within the Region		
1.3	Supports a team-based approach to the achievement of outcomes which enhances the provision of timely and accurate analytical and statistical advice to regional stakeholders.		
1.4	Maintains an expert awareness of relevant trends, legislative requirements and other issues concerning the provision of statistical and analytical services, and resource management.		
2.0	ANALYSIS AND REPORTING		
2.1	Analyses Activity Based Funding (ABF) performance to determine factors of success for the development of strategies, methodologies and implementation plans that optimises the use of resources and maximises regional outcomes.		
2.2	Works in partnership with regional stakeholders to develop complex cost and financial modelling tools and capabilities aimed at providing an improved understanding of existing and future cost trends, drivers, and structures in the region.		
2.3	Provide expert advice, information and guidance to regional stakeholders on the use of resource allocation models, budgeting tools, process and procedures to assist in effective financial management in an ABF environment.		
2.4	Assists with the research, development, and implementation of business process improvements covering benchmarks and better practice models, to improve the effectiveness and efficiency of achieving regional business outcomes in a resource constrained Activity Based Environment.		
2.5	Prepares communications as requested by Regional Management identifying key finding and trends; which may include briefing notes, presentations and reports		
2.6	Assists with the development and implementation of education and training packages in relation to resource management initiatives and key projects.		
2.7	Assists the Regional Finance Manager with the coordination, development and documentation of regional budget processes and procedures and the financial accountability framework, in order to ensure a consistent and standardise approach for the region.		
3.0	OTHER		
3.1	Act as an active participant in WACHS' quality program, contributing to the continuous improvement of resource allocation models and budgeting and reporting tools and packages.		
3.2	Represent the region on various committees and working parties as required.		
3.3	Undertake and/or coordinate projects or other work in line with key responsibilities as directed by Regional Finance Manager and/or Director Business Services.		



	<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.</p>		
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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Extensive knowledge of contemporary financial management practices and standards including experience in the development of financial models, budgets and management reports using large, integrated computerised systems
2. Demonstrated experience in the analysis and interpretation of financial data and statistics in a complex organisational environment including advanced skills in the use of database and spreadsheet programs for analysis and reporting purposes.
3. Demonstrated ability in assisting management to make informed strategic/planning decisions
4. Demonstrated high level written and oral communication skills, including the production of well-crafted reports and strategic documents, and the ability to engage and negotiate with a range of internal and external stakeholders.
5. Demonstrated ability to plan, implement and evaluate training programs following the principles of adult learning.
6. Highly developed conceptual, analytical, and problem-solving skills.
7. Hold a current C class license and ability to travel (including overnight stays) within the Region

DESIRABLE

1. Possession of or progress towards tertiary qualifications in the areas of accounting, business, or equivalent.
2. Knowledge and experience of Activity Based Funding and Management.

Section 6 – APPOINTMENT FACTORS

Location	Regional	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class Drivers License • Ability to travel (including overnight stays) 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: _____
Director Business Services

Signature and Date: _____
Chief Executive

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 Signed

