



**HSS REGISTERED**

**Business Coordinator**  
**Health Salaried Officers Agreement: Level G5**  
**Position Number: 115419**  
**Clinical Service Planning & Population Health**  
**South Metropolitan Health Service**

**Reporting Relationships**

Chief Executive SMHS  
 Position Number: 000001



Executive Director Clinical Service Planning & Population Health  
 Award Level: Class 2  
 Position Number: 002816



**This Position**



Directly reporting to this position:

Title	Classification	FTE

← Also reporting to this supervisor:

- Director, Level G12, 1.0 FTE
- Director, Level G11, 1.0 FTE
- Manager, Level G11, 1.0 FTE
- Director, Level G10, 1.0 FTE
- Managers, Level G10, 3.0 FTE
- Executive Assistant, Level G4, 1.0 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 and project support to the Executive Director Clinical Service Planning & Population Health, provides corporate support functions to the Directorate and provides a support and advisory service to specified managers on aspects of Human Resource Management

## Brief Summary of Duties (in order of importance)

### 1. Financial Management

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

### 2. General Business Projects

- 2.1 Develops, implements and maintains systems, processes and templates for Senior Executive communication with key stakeholders including SMHS, the Department of Health and Minister.
- 2.2 Undertakes projects and business case development as directed.
- 2.3 Assists managers with research and analysis of information and other forms of health service related data.
- 2.4 Establishes sound networks to facilitate effective planning and project support.
- 2.5 Assists managers with the improvement and standardisation of administrative / reporting systems and participates in Management Team meetings.
- 2.6 Supports a range of relevant business and information systems including Oracle, Lattice and RoStar
- 2.7 Assists with review, implementation and communication of business processes, policy and procedure requirements for the Clinical Service Planning & Population Health office
- 2.8 Maintain records relating to equipment and corporate information.
- 2.9 Prepares monthly reports, and facilitates the development of effective service plans and agreements in consultation/collaboration with relevant others.

### 3. Human Resource Management

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

**4. Executive Support**

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

**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 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. Demonstrated high level problem solving skills including conceptual, analytical and research ability.
3. Well-developed oral and written communication skills, including the ability to engage and interact with a range of stakeholders
4. Demonstrated skills and knowledge of computerised accounting systems and budget interpretation.
5. Demonstrated experience in project development and management.
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. Knowledge and understanding of relevant standards, legislation and awards.
2. Knowledge of the public health system and/or health research environment.
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.**

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**Manager / Supervisor Name                      Signature      or                      HE Number                      Date**

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**Dept. / Division Head Name                      Signature      or                      HE Number                      Date**

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

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**Occupant Name    Signature      or                      HE Number                      Date**  
**Effective Date** .....

**HSS Registration Details (to be completed by HSS)**

**Created on**      December 2016                      **Last Updated on**      12/12/2016 HE98151