



HSS Registered

Business Manager
Health Salaried Officers Agreement: HSO Level G10
Position Number: 601430
Finance Department
Armadale Kalamunda Group / East Metropolitan Health Service

Reporting Relationships

Executive Director
Class 1
Position Number: 602758



Director Corporate Operations
HSO Level G11
Position Number: TBA



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|-----------------------------------|----------------|---------|
| • Business & Activity Coordinator | HSO Level G8 | 1.0FTE |
| • Business Analyst | HSO Level G6 | 2.0FTE |
| • Revenue Officer | HSO Level G4 | 1.0 FTE |
| • Private Patient Liaison Officer | HSO Level G4 | 1.0 FTE |
| • Compensable Officer | HSO Level G3 | 1.0 FTE |

← Also reporting to this supervisor:

- Manager Patient Information & Clerical Services; HSO Level G7
- Manager Patient Support Services: HSO Level G7
- Manager Outpatient Services; HSO Level G7

Key Responsibilities
 To develop and maintain the financial and business functions for the Armadale Kalamunda Group (AKG). In collaboration with the management team, develops and implements strategies to achieve the objectives of the AKG and East Metropolitan Health Service (EMHS).



Brief Summary of Duties (in order of importance)

1. Business Management

- 1.1 Coordinates/participates in multidisciplinary decision making forums for the formulation and implementation of objectives to provide a continuously high quality patient focussed service, operating in accordance with EMHS strategic imperatives.
- 1.2 Provides business management support to the AKG and participates in the development of the AKG Business Plan.
- 1.3 Establishes and maintains effective communication with senior management and other staff.
- 1.4 Investigates and reports on new business opportunities which optimise efficiency and complement the Health Service.
- 1.5 Formulates productivity improvement strategies/plans for AKG and implements those agreed to.
- 1.6 Ensures that the physical/material assets of the AKG are maintained in collaboration with other members of the management team, consistent with the AKG Business Plan.
- 1.7 Plans and facilitates Quality Improvement programs to ensure that AKG is cost efficient and effective from a financial and ABF perspective.
- 1.8 Develops and implements human resource management strategies and procedures in collaboration with other members of the management team consistent with Health Service and departmental requirements.

2. Financial Management

- 2.1 Develops and formulates budget processes and leads the Management Team in budget negotiations.
- 2.2 Develops Key Performance Indicators, monitors financial expenditure and business performance indicators. Prepares management reports and appropriate recommendations. Develops Key Performance Indicators, monitors financial expenditure and business performance indicators.
- 2.3 Monitors AKG special purpose accounts in accordance with hospital policy and WA Health Financial Management Manual (FMM) requirements.
- 2.4 In accordance with policies and procedures commits funds for services required for or by AKG.
- 2.5 Liaises with external organisations, corporate services, administrative and support services on the development and management of contracts for AKG.

3. Information Systems

- 3.1 Manages, develops and maintains management Information Systems for AKG in liaison with Health Support Services (HSS) and the EMHS Business Intelligence Unit (BIU).
- 3.2 Manages, monitors and maintains acquisition and use of material resources and updates the hospital's asset register system.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 5. Undertakes other duties as directed**

Work Related Requirements

Essential Selection Criteria

1. Relevant tertiary qualifications plus considerable experience in a business environment/or extensive experience in a health business environment.
2. Demonstrated ability to operate in a work environment that promotes a strategic approach and incorporates strategic thinking and change management and work constructively as a member of a high level management team.
3. Demonstrated experience in the development, implementation and management of financial and activity reporting systems including activity based funding.
4. Demonstrated ability to manage available resources while ensuring high quality service delivery.
5. High level of conceptual, analytical and report writing skills.
6. Experience in the implementation of organisational change, service development and facilitating high quality work practices within a health setting.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Management experience in a health care setting.
2. Knowledge and understanding of activity based funding systems and current issues facing the WA Health industry.
3. Experience in the application of hospital information management systems.

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.

| | | | | |
|-------------------------|--------------------|----|--------------------|---------------|
| _____ Occupant Name | _____ Signature | or | _____ HE Number | _____ Date |
| _____ Effective Date | | | | |

HSS Registration Details (to be completed by HSS)

| | | | |
|-------------------|--------------|------------------------|------------|
| Created on | January 2018 | Last Updated on | 30/04/2018 |
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