



**HSS Registered**

## Operations Manager

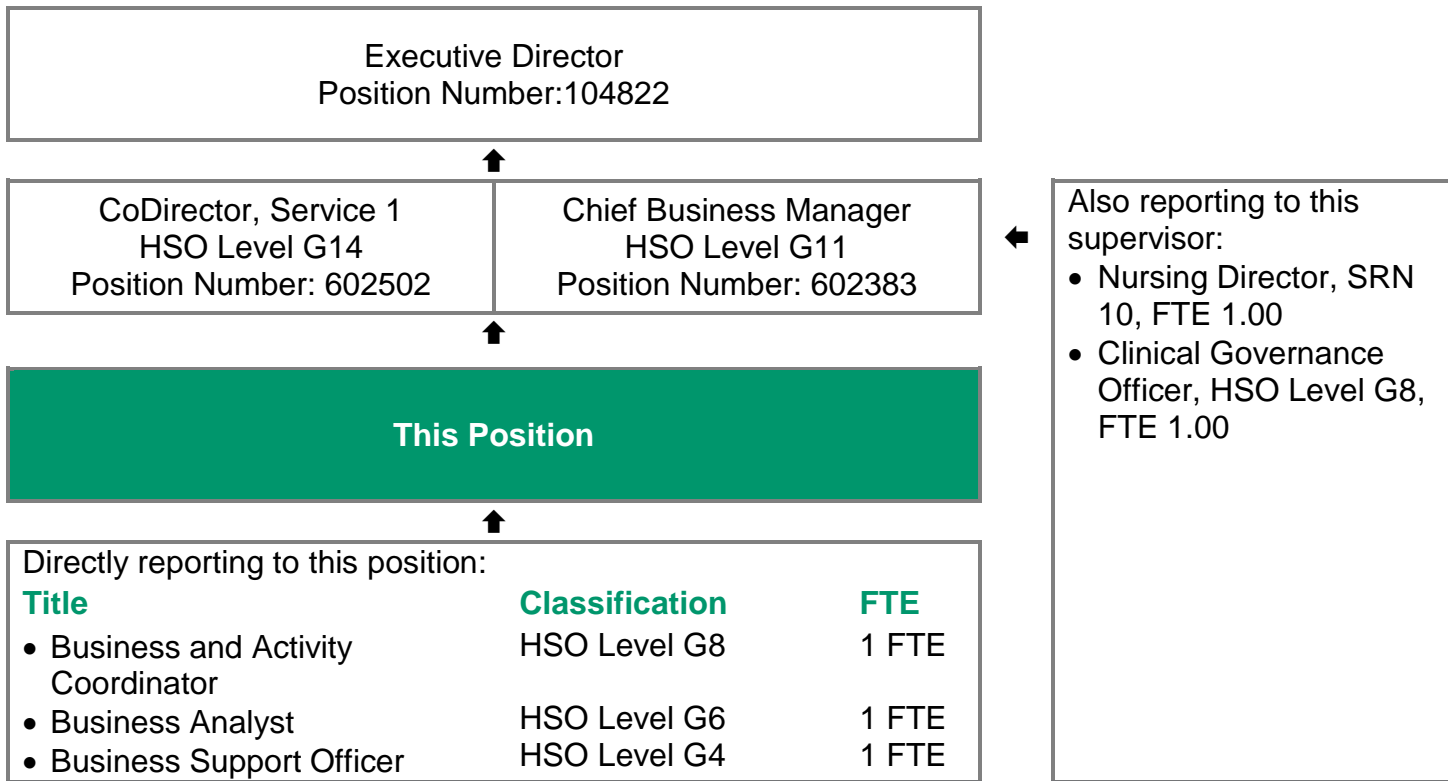
**Health Salaried Officers Agreement: Level G10**

**Position Number: 602496**

**Service 1**

**Royal Perth Hospital / East Metropolitan Health Service**

**Reporting Relationships**



Directly reporting to this position:

Title	Classification	FTE
• Business and Activity Coordinator	HSO Level G8	1 FTE
• Business Analyst	HSO Level G6	1 FTE
• Business Support Officer	HSO Level G4	1 FTE

**Key Responsibilities**

- Develops and maintains systems for budget and activity management and reporting to support Co-Directors in exercising effective oversight and efficient management of the Services financial, staffing and material and information resources.
- Provides high level advice in support of business and service planning. Provides systematic budget and activity informatics support to Medical Heads of Service, Nurse Directors, Allied Health Heads of Service and other Service stakeholders.
- Leads and collaborates with clinical teams on system redesign for productivity improvement and efficiency.



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

### 1. GENERAL MANAGEMENT

- 1.1 Participates in multidisciplinary decision making for the formulation and implementation of objectives to provide a continuous high quality patient focussed service, operating in accordance with RPBG and East Metropolitan Health Service (EMHS) strategic imperatives.
- 1.2 Provides business management support to Co-Directors and Chief Business Manager.
- 1.4 Investigates and reports on new business opportunities to optimise efficiency.
- 1.5 Collaborates on the formulation of productivity improvement strategies and plans and assists with their implementation.
- 1.6 Prepares Business Case/Briefing Note/Memorandum of Understanding (MOU) as required.
- 1.7 Provides information and liaises with front line managers on financial and non-financial activities.
- 1.8 Provides direction & support to the Business and Activity Coordinator.
- 1.9 Assists in the formulation & management of Key Performance Indicators and financial and non-financial performance indicators.
- 1.10 Manages service agreements, MOUs and other contracts within the Service.

### 2. FINANCIAL MANAGEMENT

- 2.1 Participates & provides information on budget & expenditure, Full Time Equivalent (FTE), Activity, Revenue and Activity Based Funding (ABF) performance.
- 2.2 Develops, formulates and negotiates budget processes in collaboration with EMHS Finance.
- 2.3 Liaises with the Dept. of Health and other External Organisations on funding requirements and reporting.
- 2.4 Provides information and advice on asset management.
- 2.5 Assists in the tender process for expensive purchases.
- 2.6 Reviews & approves iProcurement requests.
- 2.7 Manages Hospital Equipment Management System process for relevant Divisions.

### 3. HUMAN RESOURCES MANAGEMENT

- 3.1 Prepares & implements Human Resource strategies in line with EMHS, Hospital and Service strategic plans.
- 3.2 Ensures compliance with Hospital Human Resource guidelines and relevant legislation, including Occupational Safety and Health and Equal Opportunity for an effective and efficient workforce.
- 3.3 Responsible for administrative and clerical support staff of the Service.
- 3.4 Confirms the authorised and actual FTE occupancy of medical staff.
- 3.5 Responsible for employment of agency staff where required.

### 4. INFORMATION SYSTEMS

- 4.1 Manages management information systems for the Service.
- 4.2 Liaises with Business Intelligence Unit to develop and implement new information systems and improve current systems for better efficiency and effectiveness.

**5. EHMS GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS**

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, East 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. Recent considerable experience and detailed knowledge of tertiary hospital business activities.
2. Demonstrated leadership within a health service, including managing multidisciplinary teams.
3. Demonstrated experience in the development, implementation and management of financial and activity reporting systems.
4. Demonstrated experience in managing financial, physical and human resources.
5. Experience in the implementation of organisational change, service development and facilitating high quality work practices within a health setting.
6. Well-developed communication, interpersonal, analytical and problem solving skills with ability to translate financial metrics to clinicians.
7. Demonstrated high level of conceptual, analytical and report writing skills.
8. 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. Tertiary qualifications in related area.
2. Knowledge and understanding of activity based funding systems and current health industry issues.
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.

Manager / Supervisor Name	Signature	or	HE Number	Date
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	Last Updated on	November 2018
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