



HSS REGISTERED

Director Corporate Operations

Health Salaried Officers Agreement; Level G11

Position Number: 603217

Executive / Finance and Performance

Armadale Kalamunda Group / East Metropolitan Health Service

Reporting Relationships

Chief Executive – East Metropolitan Health Service
Health Service Executive
Position Number: 602766



Executive Director – Armadale Health Service
Health Service Executive
Position Number: 602758



This Position



Directly reporting to this position:

Title	Classification	FTE
• Manager Patient Information & Clerical Services	HSO Level G7	1.00
• Manager Patient Support Services	HSO Level G7	1.00
• Business Manager	HSO Level G10	1.00
• Manager Outpatient Services	HSO Level G7	1.00
• Workplace Health and Safety Consultant	HSO Level G6	2.00

Also reporting to this supervisor:

- Director Clinical Services, MP Year 1-9, 1.0FTE
- Director Nursing and Midwifery, RN SRN L10, 1.0FTE
- Director Allied Health, HSO G10, 1.0FTE
- Service Director, Mental Health, HSO G12, 1.0FTE
- Manager, Office of the Executive Director, HSO G8, 1.0FTE
- Nurse Coordinator KDCH, RN SRN 7, 1.0 FTE

Key Responsibilities

Strategically leads, directs and undertake responsibility for corporate operations, finance, performance and business management across Armadale Kalamunda Group (AKG). Participates as a member of the AKG Executive Team to formulate and implement corporate, financial and business management strategies and systems to support the achievement of AKG performance objectives and national targets.

Brief Summary of Duties (in order of importance)

1. Strategic Leadership and Accountability

- Contributes to, and participates in strategic planning, policy development, performance monitoring and the management of resources.
- Directs the activities of the Corporate Operations, Finance and Performance, Patient Information Management Service (PIMS), Patient Support Services (PSS) and Work Health and Safety (WHS) teams.
- Provides leadership in the planning and delivery of quality services and the ongoing systematic application of continuous quality improvement principles in evaluating and meeting customer needs.
- Leads the development and implementation of operational and financial management framework that integrates clinical services planning, funding, resource allocation, resource utilisation, service delivery and quality management.
- In conjunction with the AKG Executive Director, develops key financial and performance indicators for AKG.
- Influences AKG strategic directions and business plans through maintenance of an executive awareness of best practice, trends and issues concerning the core functions of the directorate and AKG.
- Deploys the directorate's resources including people, financial, physical and information to ensure they are available to address the directorate's strategic plans, contractual obligations and other organisational priorities.
- Represents the health service in interactions with East Metropolitan Health Service (EMHS), Royal Perth Bentley Group (RPBG) and external agencies whilst developing and maintaining effective networks and working relationships with relevant central agencies, other government health industry agencies and with private sector health care organisations.
- Provides guidance and subject-matter expertise to ensure the design and implementation of corporate and finance projects are delivered in accordance with business intent.

2. Operational Responsibilities

- Leads the formulation and implementation of financial management, health information management and corporate information management strategies and systems which support the achievement of corporate strategies and priorities.
- Leads and directs the formulation, monitoring and reporting of the AKG annual budget.
- Facilitates mitigation strategies for potential budget risks and maximises opportunities under Activity Based Funding (ABF) and Activity Based Management (ABM).
- Manages and coordinates an injury management service for employees with work related injuries.
- Directs performance reporting and analysis and advises the Executive Director and the Executive members on variances/trends and issues associated with performance.
- Leads and directs the Business Manager to ensure consistent application of policy across AKG.
- Responsible for the coordination of the monthly reporting requirements and preparation of the consolidated monthly financial report.
- In collaboration with EMHS Corporate Operations, leads and directs the Patient Information Management, Occupational Safety and Health Services, Patient Support Services, Contract Management, Waste Management and Transport services and teams.
- Liaises with EMHS Corporate Operations on AKG infrastructure support services matters, encompassing facilities development and maintenance, engineering services, Capital Works Program, Security, Fleet Management, parking and accommodation.
- Accountable for AKG site-based Information technology services.

- Facilitates the professional development of staff under direct supervision and promotes the ongoing development of all staff within the division.
- Accounts for compliance within government obligations in accordance with WA Health Procurement Guidelines and liaising with other government agencies (i.e. Health Support Services).

3. EMHS Governance, Safety and Quality Requirements

- Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 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.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, EMHS and Departmental/Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Substantial relevant experience at a senior level leading teams and managing resources within a large complex organisation.
2. Comprehensive knowledge of contemporary financial and information management practices and related business systems with substantial experience in their practical application at a strategic level.
3. Highly developed conceptual and analytical skills.
4. Highly developed communication, consultation and negotiation skills.
5. Demonstrated ability to be flexible, adaptive and innovative in the achievement of objectives.
6. 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. Well-developed knowledge of WA Health finance, Activity Based Funding and Management financial models.
2. Relevant tertiary qualification in Business Management or Finance.
3. Formal qualifications or equivalent experience in leadership, management and/or project management.

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 July 2018

Last Updated on

September 2018