



HSS REGISTERED

Revenue Support Officer
Health Salaried Officers Agreement: HSO Level G4
Position Number: 115523
Corporate Services and Finance
South Metropolitan Health Service

Reporting Relationships

Director of Finance SMHS
 HSO G12
 Position Number: 000085



Manager Area Revenue
 HSO G10
 Position Number: 115503



This Position



Directly reporting to this position:

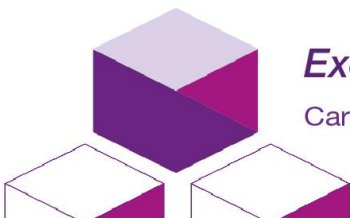
Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Senior Business Analyst – Revenue & Receivables, HSO G8, 1.0 FTE

Key Responsibilities

Contributes to the development of business products that improve the financial and business management and accountability of South Metropolitan Health Service (SMHS) revenue performance. Undertakes analysis and reports on findings related to revenue performance and revenue enquiries. Undertakes legislative, revenue workflow and debt management investigations as required. Supports the preparation of revenue related information for the SMHS Executive and Accountable Authority.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Financial Management

- 1.1 Assists with the preparation of financial and budgetary reports.
- 1.2 Participates in the development and implementation of revenue strategies across SMHS.
- 1.3 Assists with SMHS aged debt management activities.

2. Business Management

- 2.1 Undertakes research, analysis and presents findings in the format of reports, briefing notes and presentations.
- 2.2 Participates in the preparation of business analysis and supporting documentation on proposals for new and/or improved services.
- 2.3 Analyses, evaluates and provides financial and business recommendations on business activity and development projects.
- 2.4 Works with large data sets, manages the data integrity, and undertakes financial and business analysis.

3. Stakeholder Management

- 3.1 Liaises and consults with internal and external stakeholders.
- 3.2 Represents the business in a professional manner both internally and externally as required.

4. Other

- 4.1 Participates in professional development activities as required.
- 4.2 Other duties as required.

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. Relevant experience and knowledge of financial analysis and revenue processes.
2. Demonstrated ability to collect/research relevant information, problem-solve and make evidence-based recommendations.
3. Demonstrated ability to prioritise and organise work, use initiative and is committed to achieving results.
4. Demonstrated ability to work in a professional and ethical way, accepting personal responsibility for meeting expectations.
5. Demonstrated ability to work with internal and external stakeholders to develop relationships and build rapport.
6. Demonstrated ability to use clear, well-structured verbal and written communication when providing financial and business advice.
7. Excellent computing skills, including the ability to use Microsoft Excel to manage large data sets.

Desirable Selection Criteria

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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.

Martin Hicks		HE43637	
Manager / Supervisor Name	Signature or	HE Number	Date
Diana Carlsson		HE00156	
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	7/09/2018
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