



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	615412
Division:	Community Mental Health	Title:	Business Manager – Mental Health
Branch:	Kalgoorlie Health Campus	Classification:	HSO Level G6
Section:	Operations - MH	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Director
	Classification:	HSO Class 2
	Position No:	601000



Responsible To	Title:	Regional Manager - Mental Health
	Classification:	HSO Level G10
	Position No:	601358



This position	Title:	Business Manager – Mental Health
	Classification:	HSO Level G6
	Position No:	615412



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601548 – Clinical Nurse Manager – Mental Health
601582 – Clinical Psychologist
601593 – Team Leader - Mental Health
601754 – Team Leader – Mental Health
601873 – Senior Health Professional - MH
613431 – Director Clinical Services - MH
614173 – Aboriginal MH Coordinator
614716 – Team Leader MH Child & Adolescent
615206 – MH Safety & Quality Officer

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
601197	Clerk		
601459	Clerk		
613490	Business Support Officer		

Section 3 – KEY RESPONSIBILITIES

The WACHS Goldfields Business Manager – Mental Health is a member of the Mental Health Management Team with particular responsibility for financial and other resource planning and management. This position is responsible for supporting and advising other Mental Health managers with regard to Finance, Human and Physical Resources issues. The Business Manager is responsible for Mental Health vehicle fleet management and maintenance.

**WA Country Health Service –
 GOLDFIELDS**

20 March 2019

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

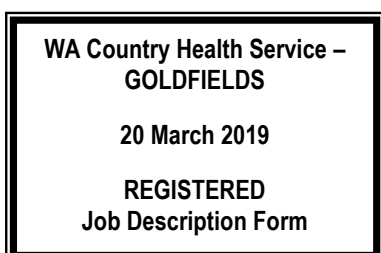
Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	MANAGEMENT / COORDINATION		
1.1	Supports the Regional Manager of Mental Health – Goldfields in monitoring and reporting upon financial and administrative objectives.		
1.2	Participates as a member of the Mental Health Management Team (MHMT) including supporting a quality improvement and customer focussed culture.		
1.3	In liaison with relevant corporate office staff, ensures information technology, health information and business information systems for Mental Health services are effective, support service delivery and maintains confidentiality.		
1.4	Leads Quality Improvement initiatives for administration, including participation in relevant Quality processes ie Equip accreditation processes.		
1.5	In collaboration with MHMT develops and maintains a business plan for the administrative and business elements and participates in the strategic planning process for Mental Health.		
2.0	HUMAN RESOURCE MANAGEMENT		
2.1	Acts as a resource for MHMT on human resource issues with respect to awards, agreements, policies and processes.		
2.2	Acts as a liaison between managers and the Health Support Services in relation to recruitment and payroll issues effecting staff members.		
2.3	Manages administrative staff orientation; training and development and ongoing performance management.		
2.4	Works in compliance with Equal Employment Opportunity, Disability Services, Occupational Safety and Health and Public Sector Management legislation.		
2.5	Ensures compliance with Public Sector Standards in Human Resource Management, Code of Conduct/Ethics and Confidentiality requirements for all staff/activities.		
3.0	FINANCIAL AND BUSINESS MANAGEMENT		
3.1	Ensures all business processes comply with the Financial Management Act 2006(FMA), Treasurers Instructions and WACHS Policies.		
3.2	In collaboration with MHMT and Corporate Services coordinates internal and external audit processes for Mental Health.		
3.3	Prepares and provides monthly reports to the Regional Manager of Mental Health for the financial performance of Mental Health and other relevant matters.		
3.4	Participates in budget review and management processes, assisting department/program managers where required, representing Mental Health on the Corporate Governance Sub Committee and Accommodation Committees.		
3.5	Ensures supply, procurement and stores management systems are efficient and effective, and comply with public sector requirements (eg tendering, contracting, purchasing and inventory).		
3.6	Manages Mental Health government vehicle fleet in consultation with MHMT and Corporate staff.		
3.7	Ensures petty cash, revenue banking, purchasing cards and debtor control systems are effective and meet statutory and organisational requirements.		
3.8	Prepares acquittals and other reports for Mental Health commonwealth funded programs and projects.		
3.9	Manages departmental budget “Administration” and provides advice and support in the management of budgets for all Mental Health departments across the region.		
3.10	Prepares associated asset register documentation (addition, transfer, write off) for Regional Manager of Mental Health approval.		
3.11	Ensures that the facilities and equipment allocated to Mental Health are appropriately maintained and scheduled for replacement.		
4.0	OTHER		
4.1	Performs other duties as directed by Regional Manager of Mental Health.		
4.2	Undertakes projects/business case development as required.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Relevant business qualifications or equivalent management experience.
2. Demonstrated experience in workplace leadership and line management of staff and work units.
3. Demonstrated experience and skills relating to quality management, human resource management and change management.
4. Well-developed analytical, problem solving and report writing skills.
5. Demonstrated experience and skills in financial and budgetary management and analysis.
6. Well-developed Microsoft Office software skills, including spreadsheet and word processing applications.
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.
8. Understanding and respect for the needs of Aboriginal culture in providing effective health service delivery to Aboriginal people.
9. Eligible for or in possession of a current C or C-A Class driver's licence.

DESIRABLE

1. Relevant tertiary qualification.
2. Management experience in a Health Care provider environment.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A Class drivers licence Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession as applicable 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Regional Manager Mental Health

Signature and Date: ____/____/____
Regional Director

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

Name	Signature	Date Appointed	Date Signed

