



HSS REGISTERED

Manager Revenue
Health Salaried Officers Agreement: HSO Level G9
Position Number: 113249
Corporate and Finance
Fremantle Fiona Stanley Hospitals Group / South Metropolitan Health Service

Reporting Relationships

Executive Director - FSFHG
 Health Executive SV
 Position Number: 110820



Director – Finance Reform
 Level 14
 Position Number:



This Position



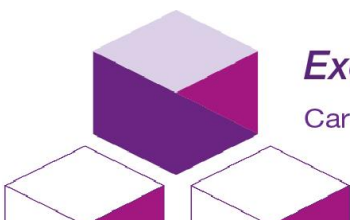
Directly reporting to this position:

Title	Classification	FTE
• Coordinator -Revenue		

← Also reporting to this supervisor:
 • Various

Key Responsibilities

Manages the operations of the FSFHG Revenue Department. Manages projects and implements improvements to maximise revenue enhancement across FSFHG.
 Liaises and engages with key stakeholders in developing plans and achieving business objectives



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Management

- 1.1 Manages key initiatives to support all revenue enhancements including outpatient, inpatient and prostheses revenue.
- 1.2 Takes responsibility for ensuring key performance indicators are achieved.
- 1.3 Provides regular updates and prepares revenue related reports and briefing papers for the Director, Finance Reform, FSFHG.
- 1.4 Researches issues of significance and maintains an expert awareness of key revenue reform initiatives and innovations nationally and internationally.
- 1.5 Co-ordinates and participates in revenue forums and workshops to discuss and resolve issues and support effective change management practice for revenue reform initiatives.
- 1.6 Facilitates and participates in the development of strategies to pro-actively manage perceptions around key revenue reforms particularly through the implementation phase and evaluation of project outcomes.
- 1.7 Develops strong working relationships in order to maximise revenue . Liaises effectively , consults and negotiates with key internal and external stakeholders.
- 1.8 Provides expert revenue related advice to area health service colleagues to ensure revenue is maximised.
- 1.9 Represents the organisation on committees as required.
- 1.10 Actively participates in revenue related projects, reviews and other work programs.

2. SMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 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.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated knowledge, understanding and experience of hospital revenue processes and billing requirements.
2. Well-developed communication (oral, written and interpersonal) skills, with particular experience in liaison, facilitation and negotiation with individuals at all levels.
3. Highly developed conceptual and analytical negotiation skills, with a high level of initiative and a proven ability to provide innovative thinking in identifying solutions to complex problems.
4. Demonstrated effective leadership and initiative skills.
5. Demonstrated ability to act autonomously and to work in a multidisciplinary team.
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. Higher education Bachelor’s Degree (include honours degree, post graduate diplomas and/or full professional qualifications) in a relevant discipline.
2. Experience in a health related profession and/or knowledge of the health environment including general understanding of hospital functions.

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.			
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
Effective Date			Date
HSS Registration Details (to be completed by HSS)			
Created on		Last Updated on	April 2019