



HSS Registered June 2019

## Business Manager

**Health Salaried Officers Agreement: Level G10**

Position Number: 008230

**Sir Charles Gairdner Osborne Park Health Care Group – Finance and Business Services**  
**North Metropolitan Health Service**

### Reporting Relationships

Executive Director SCGOPHCG  
HES Health Executive Grade D – Health Professional  
Position Number: 005827



Director Finance and Business Partnering  
HSO Level: G-12  
Position Number: 008204



**This Position**



← Also reporting to this supervisor:

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Directly reporting to this position:	Other positions under control						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: left;">Title</th> <th style="width: 30%; text-align: left;">Classification</th> <th style="width: 40%; text-align: left;">FTE</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">•</td> </tr> </tbody> </table>	Title	Classification	FTE	•			<ul style="list-style-type: none"> <li>•</li> </ul>
Title	Classification	FTE					
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**Prime Function / Key Responsibilities**

Responsible to the Director Finance and Business Partnering for reporting on the Sir Charles Gairdner Osborne Park Health Care Group’s (SCGOPHCG) performance against defined financial, full time equivalent (FTE) and activity targets to facilitate the achievement of budget strategies. Provides business management advice (including financial, FTE and activity information) to the Director Finance and Business Partnering and Divisional budget holders to facilitate the efficient and effective use of resources and to achieve agreed objectives and service level business outcomes. Provides leadership and direction in the development, implementation, delivery, coordination and evaluation of business management and governance initiatives within the health service. In collaboration with the Co-Directors and Director Finance and Business Partnering, interprets and evaluates activity/clinical costing performance to achieve SCGOPHCG performance outcomes. Ensures appropriate benchmarking, internal and external monitoring and reporting is undertaken as required.

## **Brief Summary of Duties**

### **1. Business Planning and Management**

- 1.1 As a senior member of the Finance and Business Services team, provides leadership in the development, implementation, coordination and evaluation of business management, strategic and operational planning and governance initiatives of the Division.
- 1.2 Leads the development, coordination and evaluation of Divisional Business Plans.
- 1.3 Leads discussion of business outcomes, in formal regular meetings with budget holders to ensure appropriate internal and external monitoring, reporting and management action, consistent with the requirements of the NMHS and System Manager.
- 1.4 Initiates and leads improvement agendas across the Division and SCGOPHCG, working closely with all stakeholders. Challenges conventional approaches and drives change when needed, with a commitment to continuous improvement.
- 1.5 Assists Co-Directors and other budget holders with the development of Business Cases, Briefing Notes and Memorandum of Understanding (MoU) as required.
- 1.6 Develops, establishes and manages MoUs, contracts and service agreements for the delivery of services that specify outputs and performance reporting arrangements in the area of the Division's operational budget.
- 1.7 Develops strategic and operational alliances with internal and external stakeholders in order to build and sustain cohesive and collaborative communication and working relationships that benefit the SCGOPHCG.
- 1.8 Contributes to a work environment that fosters continuous improvement through ongoing professional development and management support of staff members.

### **2. Financial Management and Reporting**

- 2.1 Provides the Director Finance and Business Partnering with analysis and reporting on Divisional performance against defined financial, FTE and activity targets on a timely basis, recommending remedial action where necessary.
- 2.2 Prepares and monitors Divisional budgets within the overall budget and provides expert financial advice to budget holders in relation to budget management, reporting and financial systems.
- 2.3 Prepares management reports, annual financial reports, Key Performance Indicators, monthly performance reports and other general purpose reports as required.
- 2.4 Ensures appropriate benchmarking is undertaken for the Division through activities, including Annual Report Key Performance Indicators, National Hospital Cost Data Collection (NHCDC) and Health Round Table analysis.
- 2.5 Monitors Special Purpose Accounts in accordance with the Financial Management Policy Framework and other applicable legislative and policy requirements.
- 2.6 Provides expert advice to budget holders on asset management.
- 2.7 Actively participates in procurement and contract management processes as required.

### **3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 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. A recognised professional qualification in business, finance, accounting and/or extensive relevant experience deemed equivalent.
2. Demonstrated strategic approach that incorporates strategic thinking, change management and an ability to work collaboratively as a member of a senior management team.
3. Knowledge and demonstrated experience in developing business plans, budgets, financial management practices and related business systems for business units within large complex organisations.
4. Demonstrated experience in the development, implementation, interpretation and management of financial and activity reporting systems.
5. Well-developed verbal, interpersonal and written communication skills with the ability to develop and maintain productive relationships with a range of stakeholders in various contexts.
6. Demonstrated ability to manage available resources while ensuring high quality service delivery.
7. Advanced organisational skills including the ability to be flexible, adaptive and innovative in the achievement of targets.
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. Membership of an appropriate professional accounting body.
2. Significant experience in a health care environment.
3. Well-developed knowledge of Activity Based Funding/ Management (ABF/M) and the impact of ABF/M on the delivery of clinical services in a large hospital.

### **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/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: