



HSS Registered

Business Analyst – Capital Programs and Reporting

Health Salaried Officers Agreement: Level G7

Position Number: 602783

Corporate Services & Finance

East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Finance EMHS
HSO Level G12
Position Number: 602771



Manager Capital and Business Support
HSO Level G9
Position Number: 602782



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Business Support Officer, Capital and Special Purpose, HSO Level G5, 1.0 FTE

Key Responsibilities

Develops, prepares and presents capital reports that provide accurate and timely information on the status of EMHS capital budget. Coordinates and prepares capital budgets, capital business planning and modelling frameworks, and forecasting requirements. Manages, and maintains all asset registers and oversees and coordinates asset stock take procedures. Translates capital business needs into relevant processes and procedures and ensures these are communicated and progressed through relevant EMHS stakeholders.

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Capital Programs and Reporting

1. Develops, prepares and presents capital reports that provide accurate and timely information on the status of EMHS capital budget.
2. Coordinates and prepares capital budgets, capital business planning and modelling frameworks, and forecasting requirements.
3. Manages and maintains all asset registers, oversees and coordinates asset stock take procedures and manages all change and amendment processes to ensure registers are accurate and up to date.
4. Translates capital business needs into relevant processes and procedures and ensures these are communicated and progressed through relevant EMHS stakeholders.
5. Monitors and reviews depreciation schedules and models and provides advice and input to financial and accounting forecasting, modelling and reporting processes related to depreciation of assets and capital items.
6. Monitors developments in accounting policy related to assets and capitalisation and ensures changes are appropriately reflected where necessary in EMHS processes and procedures.
7. Provides advice to the Manager Capital and Business Support on various legislative Acts including the Financial Administration and Audit Act, Hospital Fund Act, Hospitals Act and relevant taxation Acts as they relate to the efficient and effective management of EMHS assets and capital items.
8. Through the Manager Capital and Business Support, ensures the provision of accurate and timely responses to relevant parties on proposed amendments and changes to asset and capitalisation policies issued in financial manuals by HSS.
9. Provides advice to the Manager Capital and Business Support on new directions and developments in standards in financial reporting requirements as they relate to assets and capital items.
10. Prepares working papers, support and other documentation related to assets and capital items, for inclusion in EMHS annual reporting processes.
11. Prepares monthly capital reports for internal and external parties as required.

2. EMHS Governance, Safety and Quality Requirements

1. Participates in the maintenance of a safe work environment.
2. Participates in an annual performance development review.
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.
4. Completes mandatory training (including safety and quality training) as relevant to role.
5. Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
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

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria:

1. Considerable experience in a complex financial management environment.
2. Well-developed knowledge and understanding of the legislative framework as it relates to a financial management environment and the responsibilities of the position.
3. Excellent interpersonal, verbal and written communication skills including negotiation skills.
4. Very good knowledge of Accounting Standards, Statements of Accounting Concepts and Accrual Accounting particularly relating to the accounting, management and custodianship of assets and capital items.
5. Excellent personal computer skills with broad experience in the use of spreadsheet packages.
6. Excellent problem solving skills including conceptual and analytical ability.

Desirable Selection Criteria

1. Tertiary qualifications in a relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

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	May 2016	Last Updated on	August 2019
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