



HSS Registered

Senior Business Officer - Research

Health Salaried Officers Agreement: Level G8

Position Number: RP603315

East Metropolitan Health Service (EMHS)

Reporting Relationships

Chief Executive, East Metropolitan Health Service



Director Office of the CE, East Metropolitan Health Service
HSO Level G12
602770



This Position



Directly reporting to this position:

Title	Classification	FTE
• Nil		



Also reporting to this supervisor:

- Various

Key Responsibilities

Provides high level corporate, business and financial management, support and advice regarding research finances to East Metropolitan Health Service (EMHS). In liaison with Director, provides day-to-day business services to EMHS researchers, including preparation of project budgets, ensuring efficient creation and management of research cost centres, accurate billing for research services and preparation of financial reports for research teams, departments and services.

Works with research teams, the EMHS Research Hub and senior management to improve the quality and consistency of EMHS policies and processes and ensures sound management, oversight, clarity and transparency of how research funds are collected and spent. Provides high level reports and advice to inform planning for future clinical research activities and ensure the financial sustainability of research in EMHS.

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.

Brief Summary of Duties (in order of importance)

1. Business Planning and Management

- 1.1 Provides high level corporate, business and financial management, support and advice relating to the management of research finances.
- 1.2 Contributes to the preparation of business plans, reports, briefing notes, ministerial advice and responses to correspondence (including Parliamentary Questions) relating to the management of research funds.
- 1.3 Contributes to and coordinates the preparation of business cases for new/improved services and supports for research to be presented to internal and external stakeholders.
- 1.4 In liaison with senior management, manages research project budgets and provides advice where necessary to assist researchers with research finance related submissions and planning, including the development of targets for activity, expenditure and FTE.
- 1.5 Analyses, evaluates, reports and advises on performance against agreed financial indicators for research activities, including preparing monthly financial research budgetary reports for EMHS divisions and departments.
- 1.6 Assists with remedial actions required for any unplanned variances in research finances.
- 1.7 Contributes to broader EMHS research planning and strategy, particularly relating to financial capacity, constraints, sustainability and opportunities.
- 1.8 Develops and maintains effective networks and working relationships with colleagues, the research community, management, stakeholders and other public sector agencies.

2. Financial and Information Management

- 2.1 Understands the legislative framework applicable to managing clinical research funds and manages funds in accordance with health and hospital policy.
- 2.2 Assists in managing and coordinating research projects, including development of research project budgets, and implements and evaluates strategies, policies and procedures to support good financial management of clinical research funds.
- 2.3 Provides a high quality and consistent business service for EMHS research teams and sound management of the day-to-day financial and business functions relating to research.
- 2.4 Provides a comprehensive business and financial management service for research projects. Develops, implements and evaluates tools for collecting, analysing and reporting research finances data to address question from research teams and EMHS Executive and inform decision making.
- 2.5 Ensures the availability of timely, relevant and accurate research finances data and takes responsibility for meeting reporting requirements.

3. Human Resource Planning

- 3.1 In conjunction with senior management, develops staffing profiles for EMHS services to meet current and future research requirements based on availability of funding.
- 3.2 Liaises with senior management to identify and prepare proposals on research opportunities and implications of implementing staffing and financial resourcing strategies.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. 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. Demonstrated ability to operate in a work environment that promotes a strategic approach and incorporates strategic thinking, change management and work constructively as a member of a high level management team.
2. Demonstrated experience in public sector accounting and finance and a high level of understanding of financial accounting procedures, processes and account structures
3. Demonstrated ability to manage available resources while ensuring high quality service delivery
4. Demonstrated high level conceptual, analytical and report writing skills
5. Proven high level communication and interpersonal skills

Desirable Selection Criteria

1. Tertiary qualifications in a relevant field
2. Understanding of current issues facing WA Health, particularly those relevant to clinical research
3. Experience in the application of hospital information management systems
4. 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
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_____ Dept. / Division Head Name	_____ Signature or	_____ HE Number	_____ Date
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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	August 2019	Last Updated on	September 2019
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