



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	615823
Division:	Pilbara	Title:	Business Manager
Branch:	Inland Pilbara	Classification:	HSO Level G6
Section:	Operations	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Operations Manager - West
	Classification:	HSO Level G-11
	Position No:	400237

Responsible To	Title:	Health Service Manager / Director of Nursing
	Classification:	SRN Level 7
	Position No:	300107

This position	Title:	Business Manager
	Classification:	HSO Level G-6
	Position No:	615823

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
Clinical Nurse Specialist – Remote
Senior Medical Image Technologist
Clinical Nurse Manager
Nurse Practitioner
Clinical Nurse Specialist – Infection Control

Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number
615826	Business Support Officer		
615827	Business Support Officer		

Section 3 – KEY RESPONSIBILITIES

Provides leadership and accepts responsibility for accountable management for Non-clinical services within the Inland District (Newman, Tom Price & Paraburadoo).

WA Country Health Service- Pilbara

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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

1. Improving the experience of health 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	LEADERSHIP		
1.1	Displays leadership to ensure cohesion between non clinical services employees and other divisions of the Health Service.		
1.2	Acts in an understanding and sensitive manner to deal with complex and difficult issues that require resolution that is effective and sustainable.		
1.3	Supports, promotes and acts in accordance with the Health Service objectives.		
1.4	Demonstrates support for all Health Service operations and works collaboratively in a team based environment.		
2.0	ADMINISTRATION/OPERATIONAL MANAGEMENT		
2.1	Ensures services are maintained in the most efficient and cost effective manner		
2.2	Delegate's authority to appropriate personnel within non clinical services to facilitate the achievement of objectives as well as establishing formal lines of accountability.		
2.3	Ensures the Occupation Health and Safety of all staff by supporting and encouraging preventative health and safety measures, training and programs.		
2.4	Ensures maximum utilisation of allocated resources and facilities		
2.5	Promotes team work and a good working environment for staff.		
2.6	Prepare comprehensive business case for new/replacement equipment, facilities and service improvements		
2.7	Monitors the non-clinical services budget, reports on variances and takes action to ensure expenditure remains within budgetary allocation.		
2.8	Adopts risk management strategies as an integral part of business activity.		
2.9	Ensures all Hospital plans policies and procedures are understood and adhere to.		
2.10	Conducts and/or participates in relevant committees/working parties		
3.0	STRATEGIC PLANNING & BUSINESS DIRECTION		
3.1	Ensures Business Plans, objectives are implemented, monitored and reviewed.		
3.2	Initiates and develops and/or participates in policy development and review.		
3.3	Undertakes projects as directed by the Operations Manager.		
4.0	HUMAN RESOURCE MANAGEMENT		
4.1	Ensures Performance Management systems are appropriate and actioned.		
4.2	Ensures EEO and Diversity are considered as part of Human Resource decision making and planning.		
4.3	Provides a Human Resource function with respect to; awards, agreements, employment policies and processes.		
4.4	Advises on and ensures compliance with Public Sector Standards in Human Resource management, Code of Ethics/Conduct with confidentiality requirements		
5.0	FINANCIAL MANAGEMENT		
5.1	Coding and batching of invoices.		
5.2	Participate in budget review		
5.3	Maintains an effective budgetary control system for the operating budget and liaise with HSM/DON and Operations Manager to develop and monitor individual program budgets including monthly finance meetings and reports on the financial performance, FTE, activity and other matters of relevance.		
5.4	Coordinates maintenance of assets register documentation (addition, transfer and write offs) for managers approval, in conjunction with the Finance Manager.		
6.0	OTHER		
6.1	Other duties as directed by DON/HSM & Operations Manager.		
6.2	Undertake projects, business cases, financial, FTE and activity forecasts and classification Establishment committee (CEC) and tender 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. Management experience in; Human, Financial and Physical resources in a health care environment and knowledge of contemporary health management issues and Public Sector Standards.
2. Leadership skills and ability to motivate the workforce, including introduction and management of change.
3. Knowledge of Government financial and accounting processes, and experience with financial and budgetary management.
4. Experience and skills relating to Quality Management and changemanagement.
5. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
6. Current Australian C-Class Driver's License.

DESIRABLE

1. Possession of/or progress towards a tertiary level management/business qualification.
2. Well-developed computer skills.
3. Knowledge and experience with Department of Health financial information/computer systems

Section 6 – APPOINTMENT FACTORS

Location	Newman	Accommodation	As per WACHS Accommodation Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current C Class drivers licence 		
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.

WA Country Health Service- Pilbara 8th July 2019 REGISTERED

Signature and Date:
Operations Manager – West Pilbara

WA Country Health Service- Pilbara 8th July 2019 REGISTERED

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

WA Country Health Service- Pilbara 8th July 2019 REGISTERED
