



HSS Registered

Senior Business Officer - Research

Health Salaried Officers Agreement; Level G8

Position Number: 008339

Finance & Business Partnering

Sir Charles Gairdner and Osborne Park Health Care Group

Reporting Relationships

Executive Director SCGOPHCG
HSO Class 2
Position Number: 005827



Director, Finance & Business Partnering
HSO Level G12
Position Number: CG008204



This Position



Also reporting to this supervisor:

- Business Managers, 5.0 FTE
- Senior Finance & Business Officer, 1 FTE
- Finance & Business Officers, 9 FTE
- Senior Business Analyst, 1 FTE
- Business Analyst, 1 FTE
- Invoicing Reconciliation Clerk, 0.5 FTE
- Administrative Officer, 0.5 FTE

Directly reporting to this position:

Title	Classification	FTE
Business Support Officer	HSO Level G4	1.0FTE

Other positions under control

- Nil

Prime Function / Key Responsibilities

Provides high level corporate, business and financial management, support and advice to North Metropolitan Health Service (NMHS) research, in particular Sir Charles Gairdner and Osborne Park Health Care Group. Ensures high quality and consistent business services are provided to NMHS research activities and provides sound management of the financial and business functions on a day-to-day basis.

Brief Summary of Duties (in order of importance)

1. Business Planning and Management

- 1.1 Provide high level corporate, business and financial management, support and advice.
- 1.2 In conjunction with senior management, prepares draft papers, reports, briefing notes, ministerial advice and responses to correspondence (including Parliamentary Questions) relating to the management of clinical research funds.
- 1.3 In conjunction with senior management, participates in the preparation of business cases for new/improved services in relation to research activities to be presented to internal and external stakeholders.
- 1.4 In liaison with senior management, manages any relevant budgets and provides advice where necessary to assist researchers with financial related submissions.
- 1.5 Analyses, evaluates, reports and advises on performance against agreed indicators for research activities.
- 1.6 Assists with remedial actions required for any unplanned variances in research activities.
- 1.7 Contributes to broader health service planning in aspect of research activities.
- 1.8 Develops and maintains effective networks and working relationships with colleagues, stakeholders, management, other public sector agencies and members of the research community.

2. Financial 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 Provides a comprehensive business and financial management service for research projects under the Standard Model for managing clinical research funds in WA Health. Development, implementation and evaluation of tools for collecting, analysing and reporting financial data.
- 2.3 Provides a high quality and consistent business service for research activities and provides sound management of the financial and business functions on a day-to-day basis.
- 2.4 Assists in managing and coordinating of research projects under the Standard Model for managing clinical research funds in WA Health, including development, implementation and evaluation of strategies, policies and systems, and procedures supporting the Standard Model.

3. Human Resource Management

- 3.1 In conjunction with senior management, develops staffing profiles for all areas to meet 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 strategies.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.

Senior Business Officer - Research | HSO Level G8 | 008339

- 4.3 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.
 - 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 5. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Demonstrated significant experience in business including financial management.
2. Highly developed interpersonal skills, with a proven ability to develop and maintain productive working relationships and negotiate effectively with stakeholders at all levels.
3. Highly developed verbal and written communication skills, with a proven ability to present complex information clearly, concisely and effectively in discussions and written reports.
4. Highly developed conceptual and analytical skills, with a proven ability to understand complex financial issues, and identify innovative solutions to them.
5. Demonstrated advanced word processing skills; use of Microsoft Office Suite including Excel; computerised management information systems; and data base management tools.
6. Ability to organise and prioritise tasks, work effectively under pressure and a proven ability to deliver outcomes within set timeframes with minimal supervision.
7. Sound understanding of the Financial Management and Research Policy Frameworks.
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. Tertiary qualifications in a relevant discipline.
2. Previous relevant experience within a hospital/health care environment.
3. Sound understanding of the Financial Management Act 2006 and Treasurer's Instructions.

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:

Created September 2019
Last updated 05 September 2019
HSS Registered