



North Metropolitan Health Service
Job Description Form

HSS Registered

Senior Finance and Business Officer

Health Salaried Officers Agreement: Level G9

Position Number: 006395

Finance and Business

Sir Charles Gairdner and Osborne Park Health Care Group/North Metropolitan Health Service

Reporting Relationships

Director Finance & Business, SCGG
 HSU G12



Business Manager, Corporate & Central Finance,
 SCGOPHCG
 HSU G10



This Position



Also reporting to this supervisor:

- Finance & Business Officer Corporate & Central G8 x 2.0 FTE
- Senior Finance & Business Analyst G7 x 2.0 FTE
- Finance & Business Analyst G6 x 0.5 FTE
- Invoice Reconciliation Clerk G2 x 0.5 FTE

Directly reporting to this position:

| Title | Classification | FTE |
|-------|----------------|-----|
| | | |

Other positions under control

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Prime Function / Key Responsibilities

Provide high level business management support and advice to the Business Manager, Corporate & Central Finance SCGOPHCG as well as all departments/units within Sir Charles Gairdner and Osborne Park Health Care Group (SCGOPHCG).

In liaison with the Business Manager, Corporate & Central Finance SCGOPHCG, develop and manage the SCGOPHCG financial, activity and FTE budget and contribute to the management and improvement of performance against agreed indicators.

Coordinate and lead the SCGOPHCG's Finance & Business reporting and compliance processes.

Ensure high quality and consistent business services are provided to all Divisions within (SCGOPHCG) and provide sound management of the financial and business functions on a day to day basis.

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Brief Summary of Duties (in order of importance)

1. Business Planning and Management

- 1.1 Provide high level business management support and advice.
- 1.2 Coordinate the development of business plans and take responsibility for monitoring its implementation. Contribute to broader health service planning.
- 1.3 Develop and/or participate in the preparation of business cases for new/improved services to be presented to internal and external stakeholders.
- 1.4 Analyse, evaluate, report and advise on performance against agreed indicators.
- 1.5 Participate in the development and implementation of strategies to manage unplanned variance.
- 1.6 Take responsibility for the establishment and monitoring of service arrangements with external providers (including through service level agreements and contracts).
- 1.7 Develop and maintain effective networks and working relationships with colleagues, stakeholders, management, other public sector agencies and members of the community.
- 1.8 Contribute to the development of targets for activity, expenditure and FTE requirements.

2. Financial Management

- 2.1 In liaison with Group Directors, develop and manage the SCGOPHC Group budget. This includes:
 - Prepare annual budget, equipment and capital works submissions.
 - Represent the management team in budget negotiations.
 - Develop and implement strategies to meet the financial constraints of the budget.
 - Monitor and report on Group financial performance, including through the development and maintenance of appropriate financial systems and controls.
 - Prepare financial and budgetary reports and statements.
- 2.2 Assist in identifying and provide financial input to proposals to improve the provision of patient services.

3. Information Management

- 3.1 Manage, maintain and develop relevant management information systems.
- 3.2 Ensure the availability and enhance the relevance, timeliness and accuracy of financial, statistical and patient activity information.
- 3.3 Assist management in obtaining and understanding the information required to make informed decisions.
- 3.4 Take responsibility for meeting management reporting requirements.

4. Human Resource Management

- 4.1 In conjunction with management, develop staffing profiles for all areas to meet service requirements.
- 4.2 Liaise with Directors to identify research and prepare proposals on opportunities and implications of implementing staffing strategies.
- 4.3 Liaise with Nurse Managers, Medical Administration, HCN and Workforce Services to ensure the correct allocation of staffing costs.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and

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ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.

- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
 - 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
 - 5.6 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. Extensive leadership and management experience within a complex multi disciplinary service environment, including managing workplace change.
2. Demonstrated analytical, project management and problem-solving skills, particularly in large, complex organisations.
3. Knowledge and experience in developing business plans and/or budgets, and related business systems for business units within large complex organisations.
4. Demonstrated experience in financial business modelling and the application of output-based funding principles.
5. Highly developed interpersonal, verbal and written communication skills.
6. Advanced organisational skills including the ability to be flexible, adaptive and innovative in the achievement of targets.
7. Knowledge and experience in the application of quality improvement/risk management principles.
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

Desirable Selection Criteria

1. Recognised professional qualification in finance, accounting, economics or health management.
2. An appreciation of the impact of Casemix funding on the delivery of clinical services in a large hospital.
3. Significant experience in a health care environment.

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: Manager Corporate & Central Finance, SCGOPHCG
Signature:
Date: 04 February 2020

Dept./Division Head

Name: Director Finance & Business Partnering
Signature:
Date: 04 February 2020

Position Occupant

Name:
Signature:
Date: