



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Central Office		Position No:	613825
Division:	Health Programs	Title:	Business Support Officer
Branch:	Aboriginal Health Strategy	Classification:	HSO Level G5
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Executive Director – Health Programs</td></tr> <tr><td>Classification:</td><td>Health Executive</td></tr> <tr><td>Position No:</td><td>Grade B – Health Professional 615757</td></tr> </table> <p style="text-align: center;">↑</p>	Title:	Executive Director – Health Programs	Classification:	Health Executive	Position No:	Grade B – Health Professional 615757	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td>Title</td><td>Program Manager – Service Planning & Development</td></tr> <tr><td></td><td>Program Manager – State-wide Aboriginal Liaison</td></tr> <tr><td></td><td>Performance Monitoring & Reporting Officer</td></tr> <tr><td></td><td>Project Leader Aboriginal Health</td></tr> <tr><td></td><td>Patient journey coordinator</td></tr> </table>	Title	Program Manager – Service Planning & Development		Program Manager – State-wide Aboriginal Liaison		Performance Monitoring & Reporting Officer		Project Leader Aboriginal Health		Patient journey coordinator
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Positions under direct supervision:	← Other positions under control:								
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Section 3 – KEY RESPONSIBILITIES

This position is responsible for providing support to the business, finance and administrative functions of Aboriginal Health Strategy. Coordinates the office systems and business processes ensuring adherence to standards, policies and legislative requirements, as appropriate. Provides effective information management for human resource and financial activities, and executive support for relevant committees.

<p>WA Country Health Service – Central Office</p> <p>13 December 2018</p> <p>REGISTERED</p>

TITLE	Business Support Officer	POSITION NO	613825
		CLASSIFICATION	HSO Level G5



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 TO 2018

1. Improving health the experience of 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	Business Management		
1.1	Supports the Area Director Aboriginal Health in monitoring and reporting on financial and administrative objectives.		
1.2	Develops and maintains a business plan for the administrative and business elements and participates in the strategic planning processes for the Aboriginal Health Strategy.		
1.3	Ensures relevant business plan objectives are implemented, monitored and reviewed.		
1.4	Continuously reviews and improves business processes and administrative systems within Aboriginal Health Strategy to improve efficiency and effectiveness.		
1.5	Prepares business cases for new/replacement equipment, facilities and service improvements.		
1.6	Prepares submissions for increased/additional service funding and in conjunction, with Program Leads prepares project briefs.		
1.7	Supports the Area Director Aboriginal Health in preparation of acquittals, exception, accountability, annual and project reporting.		
1.8	Participates as a member of the Aboriginal Health Strategy team in quality improvement.		
1.9	Ensures quality assurance of service data available and prepares reports against the required reporting system for the funding body.		
2	Financial Management		
2.1	Ensures business process compliance with financial administration and Audit Act (FAAA), Treasury Instructions and WACHS policy.		
2.2	Prepares and provides monthly reports to the Area Director Aboriginal Health on the financial performance of the team and other matters of relevance.		
2.3	Monitors and provides information on budgets for Aboriginal Health Strategy.		
2.4	Participates in budget review and management processes.		
2.5	Prepares financial information as required for Aboriginal Health Strategy and other matters of relevance as directed by the Area Director Aboriginal Health.		
3	Administration		
3.1	Coordinates the Aboriginal Health Strategy administrative functions (including records management and office administration).		
3.2	Ensures that corporate records are created, stored and maintained in compliance with relevant legislation, regulations and policies.		
3.3	Maintains the Aboriginal Health Strategy intranet site, ensuring all records are up to date and compliant with WACHS standards.		
3.4	In liaison with local human resources staff ensures Aboriginal Health Strategy administrative functions including establishment, request for advertising, performance development and leave request are maintained accurately.		
4	Other		
4.1	Attends in-service training programs and positively participates in performance development programs.		
4.2	Performs other duties as directed by the Area Director Aboriginal Health.		

The Occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander culture.
2. Demonstrated experience in financial management skills including relevant computer software applications.
3. Demonstrated high level of interpersonal and communication skills – verbal and written.
4. Demonstrated analytical and problem solving skills.
5. Demonstrated experience in the development and maintenance of office systems and procedures, including experience in records management.
6. Current C Class drivers licence.

DESIRABLE

1. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
2. Previous experience in a health environment.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	As determined by the WA Country Health Service 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.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive

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

