



HSS Registered

Budget Officer
OBM and Systems
Health Salaried Officers Agreement: Level G7
Position Number: 603387
Finance & Infrastructure Division
East Metropolitan Health Service (EMHS)

Reporting Relationships

Executive Director – Finance & Infrastructure
Position Number: 602935



Manager Budgeting & Resource Allocation
HSO Level G10
Position Number: 602794



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|---|----------------|-----|
| <ul style="list-style-type: none"> • Nil | | |

← Also reporting to this supervisor:

- Senior Business Analyst - Planning, HSO G9, 1.0FTE

Key Responsibilities

Develops, maintains and produces internal and external reports to record the performance of EMHS against the WA Health Outcome Based Management (OBM) framework. Maintains the currency of the mapping of cost centres to OBM Frameworks and ensures all changes are accurate, valid and correctly recorded. Loads data monthly into OBM applications and reporting tools to enable the production of information to assess the EMHS performance against targets and efficiency key performance indicators that rely on OBM data. Prepares monthly internal OBM reports and reports to the System Manager. Compiles data and supports for the annual reporting of efficiency key performance indicators. Assists in the preparation of annual budgets for the Health Service, and maintains and loads budgets into internal systems and applications.

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. Participation

- 1.1 Participates within a customer-focused culture based on established values and behaviours and a team-based approach.
- 1.2 Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals.
- 1.3 Maintains awareness of relevant trends and issues concerning the deliverables of the position and the team.
- 1.4 Represents the team internally and externally, as required.

2. Specialist Services

- 2.1 Reviews the agreed internal OBM allocation mapping of each cost centre to ensure they are consistent and compliant with internal policies and direction.
- 2.2 Reviews monthly reports of OBM costs per Weighted Activity Unit (WAU) and compares with clinical costing processes and Service Agreement to ensure consistency and identify anomalies for further discussion and investigation.
- 2.3 Performs other tasks related to ensuring the mapping of the Health Service's cost centres against WA Health OBM service and program framework is consistent and compliant with agreed policies and procedures.
- 2.4 Reviews cost centre maintenance forms and identifies all changes to the cost centre structure – additions, deletions, amendments – that may affect or have an impact on the internal OBM allocation methodology, and makes adjustments to the allocation methodology as necessary and appropriate to accurately reflect the particular change.
- 2.5 Collects data and supporting information monthly, and annually at financial year end, and compiles working files to support the monthly and annual year end derivation of the Health Service's efficiency key performance indicators. Drafts explanatory commentary for year on year and year to target variances for review by the Manager – Budgets and Resource Allocation.
- 2.6 Contributes to the monthly preparation of OBM forecasts and projections.
- 2.7 Reviews Non-Hospital Service Programs and allocations against service areas and programs and assesses any OBM impacts for discussion with the Manager – Budgets and Resource Allocation.
- 2.8 Assists and supports the Manager-Budgets and Resource Allocation, and Senior Business Analyst - Planning in annual budget processes including the preparation of budget documentation and templates, and updating of budget systems and applications. Uploads final budgets into internal management and reporting systems.
- 2.9 Reviews and investigates proposed budget adjustments (budget transfer arrangements) and provides advice on acceptance of budget adjustments to the Manager, Senior Business Analyst and Executive Management as appropriate. Maintains the BTA register and monitors the IAD system.
- 2.10 Maintains budget systems and tools that contribute to an efficient and effective budget process, and assists in the analysis of budget data and information to support improved financial analysis, forecasting and reporting.
- 2.11 Undertakes modelling and budget reporting projects and tasks under the direction and guidance of the Manager – Budgets and Resource Allocation that enhance the quality of data and information used within the budget team for analysis and reporting.
- 2.12 Maintains the integrity of data and data interfaces with budget applications and tools to ensure the accuracy and validity of data used for preparation of annual budgets and monthly reporting and forecasting.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Actively participates in the Peak Performance program.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 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.

4. 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 application and knowledge of Outcome Based Management (OBM).
2. Relevant practical experience in budget preparation in a complex financial environment.
3. Well-developed computing skills including demonstrated ability to use spreadsheet software and practical experience in the use of contemporary proprietary systems, tools and applications.
4. Well-developed problem-solving skills including conceptual and analytical ability
5. Well-developed communication and interpersonal skills.
6. Well-developed planning and organisational skills.
7. 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. Experience in public sector finance, accounting and budgeting.
2. Experience in database management, computer programming and ICT technology.

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 |
| Dept. / Division Head Name | Signature | or | HE Number | Date |

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 | Last Updated on | August 2021 |
|----------------------------|---------------------------------|----------------------|