



HSS REGISTERED

Director Finance and Corporate Services

Health Salaried Officers Agreement: G-13

Position Number: RP603507

Office of the Executive Director

Royal Perth Bentley Group / East Metropolitan Health Service

Reporting Relationships

Chief Executive, East Metropolitan Health Service
Position Number: 602766



Executive Director, Royal Perth Bentley Group
Position Number: 104822



This Position



Directly reporting to this position:

Title	Classification	FTE
• Corporate Manager – Business Ops	HSO G-10	1 FTE
• Corporate Manager – Operational HR	HSO G-10	1 FTE
• Head of Service CWSP	TBC	TBC
• Senior Project Manager	HSO G-9	1 FTE
• Divisional Operations Managers	HSO G10	4 FTE
• Manager	HSO G-9	2 FTE

Professional management responsibility:

• Business and Activity Coordinator	HSO G-8	4 FTE
• Data Analysts	HSO G-6	4 FTE
• Business Support Officers	HSO G-4	5 FTE

Also reporting to this supervisor:

- Director of Nursing, Midwifery and PSS
- Director of Clinical Services
- Deputy Director Clinical Services
- Medical Co-Directors
- Co-Directors
- Director of Patient Safety and Human Performance,
- Nursing and Site Director Bentley Hospital

Key Responsibilities

The Director functions within the RPBG Executive team to provide effective leadership, governance, strategic planning and operational management of the finance and corporate stream. The role provides strategic oversight and leadership to ensure the organisation provides high-quality and efficient service delivery, specifically in the delivery of financial and asset management, corporate services including contracting and site Human Resources, consistent with the hospital group's safety, quality and performance frameworks. As part of the Executive team provides corporate and financial governance within the RPBG and is accountable to the Executive Director for the organisation's financial performance. compliance with corporate policy to deliver sustainable financial management.

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.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Leadership

- 1.1 The Director will work to lead and manage all corporate services within the Royal Perth Bentley Group.
- 1.2 The Director is accountable for the financial position of the organisation. Reporting to the Executive Director, the Director represents the major link in a chain of accountability between the Hospital Executive and the corporate service lines (departments or units).
- 1.3 Leads and promotes organisational culture in line with East Metropolitan Health Service and Hospital vision and values.
- 1.4 Establishes and manages the corporate governance framework and systems to ensure legislative, strategic and operational compliance.
- 1.5 Supports the Executive team and key leaders to review, monitor and respond to ABF/M performance measures, challenging conventional approaches and driving evidence-based change when needed with a commitment to continuous improvement.
- 1.6 Leads the development and implementation of strategic and operational plans for financial management and corporate services in alignment with the vision and operational imperatives of the hospital.
- 1.7 Ensures strong partnerships for financial and budget management across RPBG are developed, implemented and maintained.
- 1.8 Responsible for the management of relevant financial and corporate service targets and resources within an ABF environment. Manages the performance of staff within relevant EMHS policy and public sector standards.
- 1.9 Responsible for the staff safety and wellbeing strategic program - Culture of Continuous Improvement.
- 1.10 Ensures that delivery of services integrate effectively with State and area wide programs.
- 1.11 Promotes awareness of and ensures compliance with all Corporate Governance Requirements.

2. Communication and Consultation

- 2.1 Promotes staff development and education within the Corporate Service lines (department/unit).
- 2.2 Manages a strong workforce and ensures relevant skills are employed to ensure positive financial position for the organisation.
- 2.3 Leads clinical and corporate leaders in the management of financial and corporate services.
- 2.4 Advises the Executive Director on decision making in relation to expenditure and resource utilisation including in relation to capital, contractual and other investment programs
- 2.5 Ensures junior staff are appropriately supported and supervised at all times.
- 2.6 Actively participates in Hospital Executive activities, including peak committees
- 2.7 Establishes and maintains strong strategic and operational alliances and working relationships with internal and external stakeholders. Leads and participates in forums and discussions related to the strategic and operational planning for the organisation.
- 2.8 Meets regularly with Business Managers, Heads of Department and nursing leaders to lead, mentor and deliver service line management supported by service line reporting.

3. Specific Position and/or Operational Responsibilities

- 3.1 Responsible to ensure medical equipment is maintained and that a prioritised replacement program is managed within available funding.
- 3.2 Responsible for Patient Information Management Services including the administration of Medical Records, Patient Registrations and Admissions and Coding of Clinical Information.
- 3.3 Provides support to the Business Managers to ensure consistent application of policy across Directorates. Responsible for the coordination of the monthly reporting requirements and preparation of the consolidated FHHS monthly financial report.

- 3.4 Responsible for the whole of Hospital monthly reporting requirements and ensures they are presented to the Executive Director in a timely manner.
- 3.5 Working closely with EMHS Executive Director Procurement and Contract Management, manages contracts with external providers, ensuring services being purchased are delivered in a timely and effective way (in accordance with the State Supply Commission and the Department of Health procurement policy).
- 3.6 Leads and oversees the development of procurement policies, standards, process improvements and guidelines.
- 3.7 Effectively promotes a culture of responsible financial management and expenditure across the organisation. In conjunction with the other Executive members, oversees the implementation of patient safety and quality initiatives for the Service as required.
- 3.8 Operationally manages Heads of Department, Business Managers and other leaders in the service, fostering a culture of cooperation, professional performance and accountability to ensure the Service meets all targets and objectives.
- 3.9 Leads the delivery of and ensures the Service meets and exceeds all national and state performance targets.
- 3.10 Responsible for ensuring leadership and direction within the Service.
- 3.11 Responsible for the planning and implementation of day to day operational and demand management and performance of the Service to meet service requirements.
- 3.12 In liaison with the Executive team, coordinates the development, implementation and management of an effective and integrated workforce.
- 3.13 Ensures integration between clinical and non-clinical services in the area of financial management.
- 3.14 Undertakes business continuity management for the Service including emergency planning.
- 3.15 Other responsibilities and accountabilities as outlined in the Performance Agreement.

2. EMHS Governance, Safety and Quality Requirements

Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.

- 2.1 Actively participates in the Peak Performance program.
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.
- 2.2 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 2.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.4 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.

3. 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. High level knowledge of contemporary accounting principles and standards and fiscal management requirements applicable in a public sector environment. Relevant knowledge of the health service context is highly desirable.
2. Recognised professional qualification in accounting/finance or a related discipline.
3. **Shapes and managing strategy** including the ability to focus strategically by aligning business imperatives with strategic priorities, the ability to harness information and opportunities in order to manage change, the capacity to champion organisational vision and goals and promote a shared commitment to the organisations strategic direction.
4. **Achieves results** including the ability to build organisational capability and responsiveness, and the capability to manage human, physical and financial resources in an environment of constraint.
5. **Builds productive relationships** including the ability to broker cooperation and partnerships across an organisation and the ability to develop and maintain positive working relationships with colleagues and with diverse groups of people within the health sector.
6. **Exemplifies personal integrity and Self – Awareness** in a large and complex organisation, demonstrating professionalism, probity and accountability for the portfolio, and works within and promotes the values of East Metropolitan Health Services, fostering and driving the organisational culture.
7. **Communicates and influences effectively**, including the ability to negotiate and advocate persuasively, working with diverse views and differences of Executive team and key leaders and being able to listen and understand needs.
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.

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	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 November 2021	Last Updated on November 2021
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