



HSS Registered

Finance and Business Analyst

Position Details

Position Number: 006476
Classification: G-6
Agreement: Health Salaried Officers Agreement
Directorate: Business and Performance
Department: Finance and Business
Location: Graylands Hospital and Dental Health Services

Reporting Relationships

This position reports to:

601707	Finance and Business Officer	G-8
006487	Finance and Business Officer	G-8

Positions under direct supervision:

NIL

Primary Purpose of the Role

Provide business management support and advice to areas within Mental Health Public Health and Dental Services (MHPHDS) in consultation with the Finance and Business Officers, develop and manage the MHPHDS financial, activity and FTE budget and contribute to the management and improvement of performance against agreed indicators.

Ensure high quality and consistent business services are provided to stakeholders and provide sound management of financial and business procedures on an operational basis.



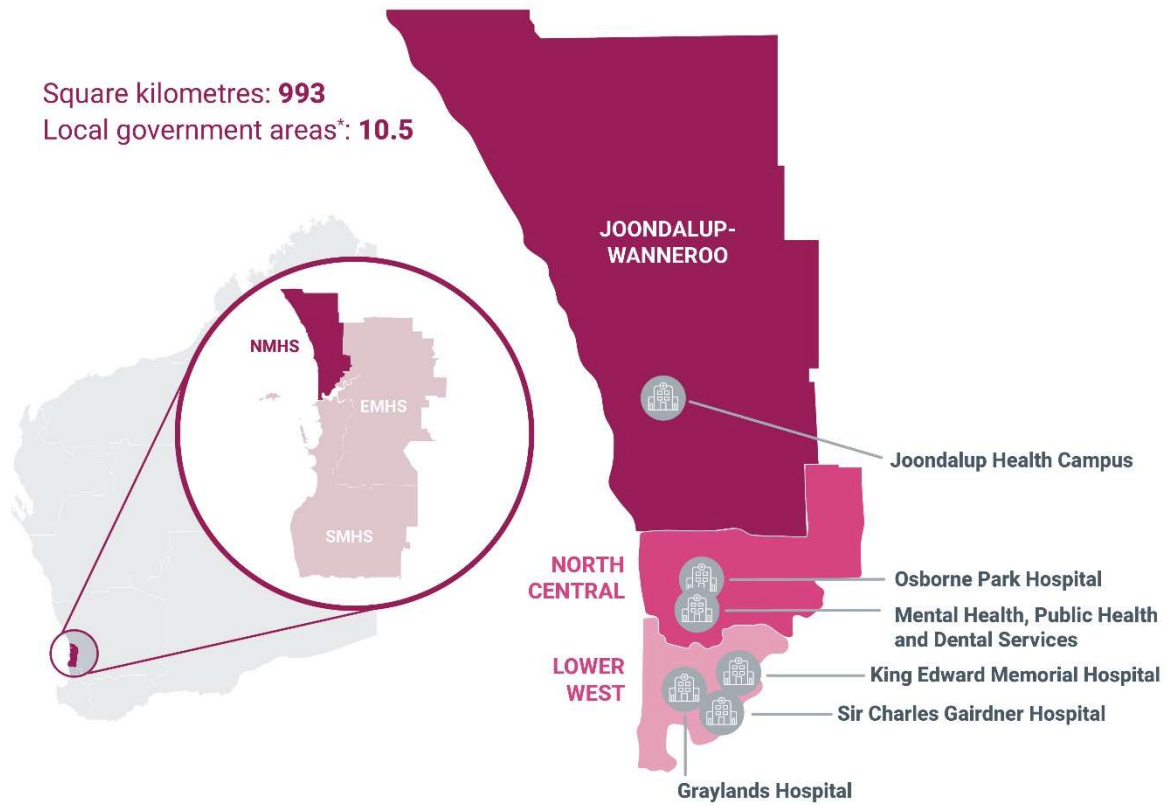
Vision

A trusted partner, delivering excellent health care for our people and our communities.



Mission

To promote and improve the health of our people and our communities.



North Metropolitan Health Service

Since our establishment in 2016, NMHS has embraced best practice to deliver improved clinical outcomes in the face of rising challenges for all healthcare providers. With a budget of \$2.16 billion and 8,917 full-time equivalent (FTE) staff, we serve a population of 736,907 people (about 28% of Western Australia's total population) within a catchment area of almost 1,000 square kilometres. The population we serve is projected to increase by 17% between 2021 and 2031, and the number aged 65 years and older will increase by 41% over the same period. NMHS provides a comprehensive range of adult specialist medical, surgical, mental health and obstetric services in WA, delivered across three tertiary hospitals and two secondary hospitals, all fully accredited. NMHS oversees the provision of contracted public health care from Joondalup Health Campus operated under a public-private partnership. A range of statewide, highly specialised multidisciplinary services is offered from several NMHS hospital and clinic sites.



Our values



Care

We show empathy, kindness and compassion to all.



Respect

We are inclusive of others and treat everyone with courtesy and dignity.



Innovation

We strive for excellence and are courageous when exploring possibilities for our future.



Teamwork

We work together as one team in a spirit of trust and cooperation.



Integrity

We are honest and accountable and deliver as promised.

Please refer to [NMHS Values – Organisational/Individual Behaviours](#) for information on individual behaviours that reflect the organisation's values.

Our strategic priorities

We are focussing on six strategic priorities for the 2020-2025 period:



Enabling healthy communities

We build healthy and engaged communities



People-centred care

We will place our consumers' and their carers' best interests and experience at the core of all we do



Integration and connection

We will build strong connections and partnerships



Innovation and adaptive models of care

We will use research and technology to improve outcomes



Trusted, engaged and capable people

We will invest in our people and our culture



Sustainable and reliable

We will reduce harm, waste and unwarranted variation



Key Accountabilities

1. Business Planning and Management

- 1.1 Provide business management analysis and support.
- 1.2 Analyse, evaluate, report and advise on performance against agreed indicators.
- 1.3 Contribute to and coordinate the development of business plans.
- 1.4 Develop and/or participate in the preparation of business cases for new/improved services to be presented to internal and external stakeholders.
- 1.5 Participate in the development and implementation of strategies to manage unplanned variance.
- 1.6 Establish and monitor 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, develop and manage program budgets. This includes:
 - prepare annual budget, equipment and capital works submissions for the Unit
 - Assisting in budget negotiations
 - Assisting in the development and implementation of strategies to meet the financial constraints of the budget
 - Monitor and report on 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.
- 2.3 Provide input to the ongoing management of the Asset Register

3. Information Management

- 3.1 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 Budget Holders in obtaining and understanding the information required to make informed decisions.
- 3.4 Assist in meeting management reporting requirements.

4. Human Resource Management

- 4.1 In conjunction with management, develop staffing profiles to meet the service requirements.
- 4.2 Liaise with 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 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.



5.4 Completes mandatory training 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.

6. Undertakes other duties as directed.



Work Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Experience in the development, implementation and management of business systems (including health information management systems) and work practices.
2. Demonstrated ability in the development of business plans and business cases.
3. Knowledge and demonstrated abilities relevant to the development and management of budgets.
4. Well-developed conceptual, analytical and report writing skills.
5. Organisation skills and the ability to be flexible, adaptive and innovative in the achievement of targets.
6. Well-developed communication and interpersonal skills including the ability to liaise and negotiate with a variety of people in various contexts.

Desirable Selection Criteria

1. Recognised professional qualification in finance, accounting, economics or health management.
2. Knowledge of activity-based funding (ABF) principles together with an appreciation of the impact of ABF on the delivery of clinical services in a large teaching hospital.
3. Significant experience in a health care environment.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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	Dept./Division Head	Position Occupant
Name:	Name:	Name:
Signature/HE:	Signature:	Signature:
Date:	Date:	Date: