



HSS Registered 30/05/2022

Business Analyst
Health Salaried Officers Agreement: HSO Level G6
Position Number: 114787
Corporate and Finance /Service 4
Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service

Reporting Relationships

Medical Co-Director (Service 4) SMP Year 1 – 9 113258	Service Co-Director (Service 4) HSO Level G14 113262	Director Corporate & Finance HSO Level G14 113332
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Manager Business, Activity and Analysis HSO Level G10 Position Number: 113777

Also reporting to this supervisor:

- Business and Activity Analyst; HSO Level G8
- Administrative Assistant; HSO Level G3

This Position

Directly reporting to this position:		
Title	Classification	FTE
• Nil		

Key Responsibilities
 Supports FSH Service 4 management team in the areas of financial, budgetary, resource management and information systems. Responsible for effective liaison with internal and corporate departments and external agencies regarding financial, goods & services procurement, asset and resource allocation matters.

Brief Summary of Duties (in order of importance)

1. Finance and Resource Management

- 1.1. Participates & provides information on budget & expenditure, FTE, Activity, Revenue and ABF performance for monthly and ad hoc reporting purposes.
- 1.2. Prepares and distributes regular financial and other reports to all cost centre managers. Consults front line managers and/or Heads of Departments on variances.
- 1.3. Assists in preparing and analyses of monthly FTE reports for the Service and all cost centres.
- 1.4. Utilises benchmarking and other comparative information to identify areas of sub-optimal resource utilisation to support the Service Structure. Advises the Business Manager and Business Analyst and initiates corrective action where required.
- 1.5. Ensures effective liaison with Finance, Corporate and Clinical Services, Supply and Human Resources on matters affecting the Service, and that remedial action is taken on financial, procurement and resource anomalies.
- 1.6. Monitors and negotiates with external agencies including UWA and other health services to ensure correct resource invoicing and journals. Prepares recoup forms as required.
- 1.7. Reviews and initiates internal & external accounting, payroll, staffing and activity transactions and recoups as appropriate.
- 1.8. Process purchase orders and assists in goods and services procurement.
- 1.9. Analyses performance for specified quantitative, qualitative measures and reporting.
- 1.10. Assists the Business Manager and Business Analyst in developing and implementing costing models for clinical programs.
- 1.11. In conjunction with the Business Manager and Business Analyst, assists in the annual budget preparation and periodic business requirements.
- 1.12. Assists and participates in ABF plans and activities for the Service.

2. SMHS Governance, Safety And Quality Requirements

- 2.1. Participates in the maintenance of a safe work environment.
- 2.2. Participates in an annual performance development review.
- 2.3. 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.
- 2.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. High level of conceptual, analytical and report writing skills.
2. Knowledge of and experience associated with business procurement processes, budgets, financial management practices and related business systems.
3. Experience with financial accounting systems and resource costing modelling.
4. Well-developed negotiation, interpersonal and organisational skills.
5. High level of knowledge and experience in the use of contemporary business systems software including financial analysis and data base management tools.

Desirable Selection Criteria

1. Tertiary qualification in Commerce or relevant discipline
2. Knowledge of legislative, regulatory and administrative framework for financial management, accountability and reporting in the WA public health sector.
3. Knowledge of Casemix, Best Practice and Quality Improvement.
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 -- 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
..... Effective Date			
HCN Registration Details (to be completed by HCN)			
..... Created on Last Updated on	