



Job Description Form

MIDWEST

Landscape Photos: Tourism Western Australia

Position Title	Position number: 614032
Business Coordinator	

Division Description

The WA Country Health Service (WACHS) Midwest health region of Western Australia covers more than 470,000 square kilometres, nearly one fifth of the State, with its population concentrated along the coast. The region is located in the northern middle section of Western Australia and incorporates three health districts - Gascoyne, Geraldton, Midwest and Murchison, is recognised for its unique natural environment and is a culturally diverse region with Aboriginal people representing 13% of the overall population.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

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Directorate overview

Our Health Districts Gascoyne, Geraldton, Midwest and Murchison support and deliver a diverse range of services including but not limited to Aboriginal Health, Community Health, Population Health, Medical, Nursing and Midwifery, Aged Care, Mental Health and Community Alcohol and Drug Services, Workforce, Infrastructure and Business Services.

These services are delivered in a range of practice settings including within the community, in nursing posts, multi purpose sites, hospital based facilities and via Telehealth.

Our Directorates actively support and encourage diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	614032	Registration Date:	29 November 2022
Classification:	HSO Level G5	Location:	Geraldton
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Midwest		

Position Overview

The Business Coordinator in conjunction with the specified managers, Business Manager and Finance, provide effective and efficient financial management. This position also supports the leadership and management of the Administration and Support Services functions and provides consultancy and advisory service to specified managers on aspects of Human Resource Management.

Reporting Relationships

Responsible to:

Operations Manager – Midwest Murchison
HSO Level G11
605020



This position:

Business Coordinator
HSO Level G5
614032



Positions under direct supervision:



Other positions reporting to this position:

604377 DON – HSM
604724 DON – HSM
604863 DON – HSM
615372 Administration Assistant
616997 Business Manager



Key Duties/Responsibilities

1. Operational

- 1.1 Provides operational support to the Operations Manager in reviewing and planning administrative functions, financial accounting, management and reporting responsibilities across the Midwest Murchison District.
- 1.2 Assists the Business Manager in the development of financial and FTE budgets.
- 1.3 Provides advice to specified managers on administrative and financial matters.
- 1.4 Monitors and develops internal financial control measures to ensure compliance with the Financial Management Manual and Treasurer's Instructions.
- 1.5 Assists Managers and Administrative Assistants with the management of staff accommodation tenancy agreements.
- 1.6 Conduct regional visits to all Midwest Murchison sites.

2. General Business

- 2.1 Undertakes projects and business case development as directed.
- 2.2 Assists managers with the improvement and standardisation of administrative / reporting systems and participates in the Midwest Management Team meetings.
- 2.3 Participates in Quality Accreditation Programs & Activities.
- 2.4 Supports a range of relevant business and information systems including Oracle, Lattice, RoStar, WebPAS and SMS.
- 2.5 Establishes sound networks to facilitate effective planning and contracting.
- 2.6 Facilitates the development of effective service plans and agreements.
- 2.7 Assists with review, implementation and communication of business processes, policy and procedure requirements across the Midwest.
- 2.8 Maintain records relating to equipment and corporate information.

3. Human Resource Management

- 3.1 Supports Human Resource functions by providing assistance with processes in respect to awards, agreements, policies and standards and coordinates the information between site and region.
- 3.2 Assists with recruitment and retention strategies and practices.
- 3.3 Assist in the management of efficient deployment of staffing including contingency planning and management of staff leave liability to ensure required service at Midwest Murchison sites.
- 3.4 Ensures that all Health Support Services documentation are processed in accordance with Hospital policies and procedures.
- 3.5 Contributes to the development, review and maintenance of duty statements and job descriptions.

4. Other

- 4.1 Actively participates in Employee Development
- 4.2 Other duties as required.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Demonstrated experience in financial and business management.
2. Demonstrated skills and knowledge of computerised accounting systems and budget interpretation.
3. Demonstrated experience in project development and management.
4. Demonstrated effective communication, analytical and problem-solving skills.
5. Demonstrated ability to work independently and as a team member and to manage and prioritise tasks directed from multiple Managers.
6. Understanding of Public Sector Standards in Human Resource Management.
7. Awareness and application of quality and risk management principles.
8. Eligible for / or in possession of a current C or C-A Class drivers licence.

Desirable

1. Possession of a relevant tertiary qualification or progress toward same.
2. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class and ability to travel within the region as required

Allowances

- District allowance

**WA Country Health Service
Midwest**

29 November 2022

REGISTERED

