

Position Title: Senior Business Partner – Community and Aged Care

Campus: All campuses

Directorate: Corporate Services

Department: Finance

Reporting to: Director Finance Business Partnering

Direct Reports: 3 x Finance Business Partners

Appointment Terms/Conditions:

Classification and Code: Admin Grade 7 (HS7)

Enterprise Agreement: Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

The role of the Senior Business Partner – Community and Aged Care is to provide commercial, financial advice and support to the Directorate, including analysis and reporting on key data for the Directorate and related cost centres. It will involve partnering with senior management across the Directorate and providing financial guidance and analysis to help make informed financial decisions.

The position will undertake a variety of activities, including budgeting and forecasting, cost centre reporting, payroll analysis, financial modelling and analysis and bids, financial education & training and day to day financial functions.

KEY ACCOUNTABILITIES

- Partnering with key management staff within the Directorate, including the Executive Director, Clinical and Operational Directors and other Key Management Personnel by providing objective and accurate financial advice that influences financial outcomes and creates for financial improvements;
- Responsibility for production and interpretation of timely and accurate financial results and key performance indicators to assist management with operations, including provision of clear and concise financial commentary and analysis as part of the Finance month end reporting process;
- Responsibility to monitor, analyse and report financial and activity performance against financial and non-financial targets;
- Responsibility for development of annual operating and capital budgets of Directorate within required Finance guidelines and parameters including coordination of stakeholders and ensuring revenue is consistent with Departmental funding rules;
- Responsibility to understand Directorate operational issues and design and develop financial analysis tools that monitor and model the impact of operational activities and future strategies on financial performance;
- Ensure appropriate internal controls and processes are developed within Directorate that ensure appropriate oversight of financial resources within required Grampians Health policies and procedures;
- Responsibility for development of financial modelling to support business plans and cases, new initiatives and tender and procurement processes
- Responsibility to undertake costings, short and long term forecasting and other ad-hoc financial projects as required;
- Responsibility for detailed understanding of Residential Aged Care admission, billing and Government funding model, with demonstrated ability to analyse and suggest revenue earning opportunities;
- Participation in the annual financial audit process and on-going internal audit activities;
- Management of support staff members;
- Assist with other duties across Business Partner team, including leave coverage backfill of Director – Business Partner role;
- Compliance with all GH Policies and Procedures;
- Adherence to infection control policies and procedures as identified in the GH Infection Control Manuals;
- Participation in the GH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues;
- You must ensure that the affairs of GH, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of GH.

KEY SELECTION CRITERIA

Qualifications

- Bachelor Degree in Business and CPA/CA qualified.

Technical/Professional Knowledge and Skills

- Experience in a business partnering or management accounting role across areas including budgeting, forecasting, costing and analysis. Experience with the Public Health sector would be highly regarded;
- High level computer skills across all computer systems and packages with advanced Excel skills;
- A background in financial accounting with an understanding of Australian Accounting Standards and in-depth knowledge of generally accepted accounting principles and procedures.
- Demonstrated experience in management and leadership of staff.

Work Environment

- Able to operate effectively in a team, contributing positively to team operations and working relationships;

Personal attributes

- Well-developed communication and interpersonal skills with proven ability to form collaborative business relationships and communicate financial issues in a clear and easy to understand manner;
- Possess strong analytical, conceptual and logical problem-solving skills and ability to provide accurate and timely information;
- Proven ability to undertake a range of complex tasks under limited guidance and ensure completion within strict timelines in an environment of limited resources and competing priorities;

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.