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SA Health Job Pack

Job Title	Chief Financial Officer
Eligibility	Open to Everyone
Job Number	725720
Applications Closing Date	29 May 2020
Region / Division	Flinders and Upper North Local Health Network
Health Service	Financial Business Advisory Service
Location	Within FUNLHN
Classification	MAS3
Job Status	Ongoing Full Time Position
Total Indicative Remuneration	\$120,467 - \$132,877 p.a.

Contact Details

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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Disability Services Employment Screening - **DHS**
- General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category C (minimal patient contact)

- This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category C (minimal patient contact). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✎ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✎ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Chief Finance Officer
Classification Code:	MAS3
LHN/ HN/ SAAS/ DHA:	Flinders & Upper North Local Health Network
Hospital / Service / Cluster	
Division:	
Department/Section/Unit/Ward:	Financial Services
Role reports to:	Chief Executive Officer, Flinders & Upper North Local Health Network
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input checked="" type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Chief Finance Officer (CFO) is the senior financial executive in the Flinders & Upper North Local Health Network, with responsibility for the provision of comprehensive financial services across the LHN. In this context as an LHN leadership team member, reporting to the Flinders & Upper North Local Health Network, Chief Executive Officer (CEO), the CFO will contribute to the leadership, performance and strategic direction setting for the LHN to ensure the LHN achieves its strategic performance targets as per the Health Performance Agreement with Department Health & Wellbeing (DHW). Specifically, the role will provide:

- Strategic Leadership: accountable for the financial services components of the Flinders & Upper North Local Health Network strategy development and implementation in line with the overall SA Health strategic plan, participating in its development and implementation across the LHN.
- Finance Leadership: providing leadership in high level financial management services to the health units across the Flinders & Upper North Local Health Network, including:
 - leading change in key SA Health financial strategies;
 - regular reporting to key stakeholders including the board;
 - ensuring compliance with all financial regulatory obligations;
 - developing effective strategies in managing financial performance, monitoring, reporting and analysis;
 - effective budget development, control and forecasting;
 - expert financial operational advice and leadership; and
 - effective management of staff reporting to the position.

Direct Reports:

- > Financial Business Advisor
- > Aged Care Liason Officer
- > Senior Revenue Officer

Key Relationships/ Interactions:

Internal

- > Accountable to the Chief Executive Officer, Flinders & Upper North Local Health Network.
- > The CFO is a member of the LHN leadership team.
- > A significant working relationship is required with the leadership team.
- > A strong working relationship with Chair of the board and other members, and Chair of the Risk Management & Audit Committee and other members.
- > A strong working relationship with other LHN senior managers, clinicians and other LHN stakeholders.
- > A strong working relationship with the Executive Director Rural Support Service (RSS) and RSS Finance staff.
- > A strong working relationship with other LHN CFOs, the CFO SA Health and SA Health Financial Accounting and Corporate Finance Services.
- > Works closely with other SA Health entities and Shared Services SA on issues relevant to the Local Health Network.
- > The CFO will have line management responsibility for Finance staff located in the Flinders & Upper North Local Health Network.

External

- > Working relationship with other Government agencies, including Department of Treasury and Finance and Shared Services SA.
- > Working relationship with other local community organisations such as relevant Health Advisory Councils (HACs).

Challenges associated with Role:

Major challenges currently associated with the role include:

- > The six regional Local Health Networks (LHNs) are to be created and operating from 1 July 2019, as such they are new entities albeit with a history as a regional division of the former Country Health SA.
- > Establishment of financial structures and processes to support the newly formed LHNs and their Boards
- > Continuing to enhance the LHN's financial governance framework and budget management capabilities;
- > Continuing to improve existing financial systems and practices to support the strategic objectives of the LHN ad to meet its HPA, while pursuing ongoing efficiencies and savings programs.

Delegations:

- > As per the Flinders & Upper North Local Health Network Human Resource Delegations and Authorisations and the Flinders & Upper North Local Health Network Financial Delegations.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

Flinders & Upper North Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Special Conditions:

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- > Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- > NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- > WWCCs must be renewed every 5 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Incumbent must hold a current Drivers Licence and have a willingness to drive long distances.
- > Intra and Inter State travel will be required.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Strategic Leadership	<ul style="list-style-type: none"> > Member of the Flinders & Upper North Local Health Network executive team working with and reporting to the Flinders & Upper North Local Health Network Board. > Development of strategies to achieve SA Health and the Flinders & Upper North Local Health Network Strategic Plan > Development of governance strategies supportive to achieving the above Plans including development of policies and procedures to guide the LHN and support achieving the Plans > Provide executive leadership and oversight of the LHN's development and implementation of major change processes in health service provision. > Contribute constructively to executive decision making processes using intellectual rigour, strategic influence and informed analysis and decision making skills.
Financial Leadership	<ul style="list-style-type: none"> > Provide executive leadership of the Flinders & Upper North Local Health Network <u>Financial</u> Strategic Framework, consistent with the LHN Strategic Plan and SA Health Executive priorities. > Lead the creation of strategies to create and sustain a culture of patient centred care combined with performance accountability and continuous improvement in <u>financial</u> management across Flinders & Upper North Local Health Network. > Identify opportunities for positive <u>financial</u> change and innovation and play a leading role in promoting and progressing these agendas. > Lead significant <u>financial</u> reform and improvements across Flinders & Upper North Local Health Network. > Identify key performance indicators and best practice benchmarks which support improvements in the efficiency and effectiveness of the Flinders & Upper North Local Health Network. > Develop and deliver strategic financial plans to align with the financial resource related goals of the Flinders & Upper North Local Health Network strategic and operational plans.

<p>Strategic and Operational Financial Management</p>	<ul style="list-style-type: none"> > Providing expert advice on negotiations for agreed Performance Agreements between SA Health and the Flinders & Upper North Local Health Network. > Ensure the development of systems and frameworks that guide, develop and coach managers, clinicians and other Flinders & Upper North Local Health Network leaders to effectively manage financial resources and performance accountability. > Developing a detailed LHN Budget reflecting the requirements of the HPA and commissioned activity levels, managing the health service budget processes ensuring deadlines are achieved that support negotiations to secure appropriate funding > Conducting regular monthly and annual performance measurement relative to financial targets in the HPA including the annual budget. > Undertaking detailed variation analysis to develop understanding of underlying root causes for variances from targets, including action planning to remediate situation. > Providing monthly forecasting for the Flinders & Upper North Local Health Network to predict latest projections of financial performance; > Conducting detailed financial investigations as requested by Flinders & Upper North Local Health Network executives, management and the board to support financial improvement > Utilise Activity Based Funding and patient costing information to supplement financial performance measurement and investigations and to benchmark LHN performance against peers using available information sources i.e. IHPA and Health Round Table. > Ensure the development, implementation and review of financial policies, procedures and systems, including ensuring compliance across the Flinders & Upper North Local Health Network with LHN, SA Health and SA Public Sector policies and requirements governing financial management. > Provide significant contribution and leadership regarding finance related aspects of LHN accreditation processes. > Ensure the Flinders & Upper North Local Health Network has robust systems and procedures in place to meet financial reporting requirements. > Ensure effective consultation and partnerships are developed and maintained, particularly with RSS and DHW, to ensure the delivery of financial management
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<p>Flinders & Upper North Local Health Network Revenue Operations</p>	<ul style="list-style-type: none"> > Leadership and continuous improvement of revenue service streams across LHN, including for cash receipting and debt recovery functions. > Ensuring effective governance and management of the revenue function, including leading the development and review of strategies to ensure the revenue service streams meet performance standards. > Establish and maintain strategic relationships with key stakeholders within and external to LHN as they relate to Revenue Operations including RSS, DHW and SSSA.
<p>Aged Care Liaison</p>	<ul style="list-style-type: none"> > Provide leadership and direction for the aged care liaison function. > Ensure that effective management policies and procedures are developed, implemented and evaluated that support the LHN's aged care directions and optimise opportunities for LHN in terms of quality and value. > Establish and maintain strategic relationships with key stakeholders within and external to the Flinders & Upper North Local Health Network as they relate to the provision of aged care services.
<p>Significantly contribute to the development of activities which support the development and maintenance of high quality financial services across SA Health through:</p>	<ul style="list-style-type: none"> > Participating in the collective development of SA Health Finance division strategies supporting SA portfolio and the Local Health Networks. > Developing, implementing and evaluating SA Health financial policies, procedures and guidelines. > Identifying key performance indicators and best practice benchmarks which will support improvements in efficiency and effectiveness of Finance performance across SA Health. > Contributing to the financial services reform and improvements across SA Health.
<p>Ensure the appropriate management of human, financial and physical assets of the LHN finance team:</p>	<ul style="list-style-type: none"> > Leading and developing and fostering a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity and innovation. > Providing a sound performance management framework for staff including development of their potential. > Appropriate planning and allocation of resources to achieve agreed business and strategic plans. > Budget preparation, monitoring and reporting and adherence to resource allocations. > Providing leadership in ensuring that service planning methods are established that support the effective development and delivery of services.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Tertiary qualifications in Accounting, Finance or related financial/business related field.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to provide effective strategic financial leadership and management which translates to successful organisational outcomes.
- > Strong leadership skills and proven ability to motivate and inspire others to work together as a team to achieve objectives in a climate of significant change.
- > Strong interpersonal and communication skills which demonstrate a capacity to build and maintain relationships with a number of stakeholders.
- > Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.

Experience

- > Demonstrated experience in providing positive leadership in a senior financial management role in a large complex organisation in a climate of reform and continuing change with demonstrated success in increasing the effectiveness and accountability of the organisation.
- > Demonstrated and substantial experience in the strategic management of financial resources undertaking financial business analysis, developing financial strategies to improve financial performance.
- > Demonstrated and substantial experience in the effective development, implementation and management of a large complex operational budget and forecasting.
- > Experience and success in identifying business requirements and developing appropriate remedial strategies and change specifications to reengineer business processes and systems.
- > Experience in the ability to lead, manage and develop staff to work collaboratively in a team environment, contributing to and encouraging a culture of team work and service delivery and take a shared responsibility for achieving results.
- > Demonstrated experience in:
 - o undertaking complex and high level financial research and analysis;
 - o identifying and resolve strategic and operational issues with practical and effective solutions;
 - o exercising lateral, creative and strategic thinking, independent judgement and significant delegated authority.
 - o driving and implementing change and significantly contributing to change processes applying sound analytical skills and strategic thinking ability.

Knowledge

- > An understanding of the health sector reform agenda and emerging directions within the broader health sector.
- > Demonstrated contemporary knowledge of the full breadth of strategic and operational financial management approaches and evidence of the ability to translate this into best practice within an organisation.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Degree in Accounting, Finance or related financial/business related field.
- > Membership of a professional accounting body such as CPA Australia, Institute of Public Accountants Australia, or Chartered Accountants Australia New Zealand

Personal Abilities/Aptitudes/Skills:

- > N/A

Experience

- > Demonstrated and relevant experience in a public or private organisation within the health sector.
- > Experience in government accounting and administration framework.

Knowledge

- > Knowledge and understanding of the complexities and challenges associated with the provision of high quality health care across regional and remote locations.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, 6 regional Local Health Networks and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our Local Health Network:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: