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SA Health Job Pack

Job Title	Manager, Project Accounting
Job Number	631924
Applications Closing Date	15 September 2017
Region / Division	Department for Health and Ageing
Health Service	Project Accounting'
Location	Adelaide CBD
Classification	ASO8
Job Status	Full Time / Ongoing
Indicative Total Remuneration*	\$119,945-\$124,662

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:

- ☐ Child Related Employment Screening - **DCSI**
- ☐ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☒ 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.

Contact Details

Full name	Kristy Harvey
Phone number	7425 3611
Email address	kristy.harvey@sa.gov.au

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:	Manager Project Accounting
Classification Code:	ASO8
LHN/ HN/ SAAS/ DHA:	Department of Health and Ageing
Hospital/ Service/ Cluster	
Division:	Finance and Corporate Services
Department/Section / Unit/ Ward:	Project Accounting
Role reports to:	Director Corporate Finance Services
Role Created/ Reviewed Date:	March 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

- > The Manager Project Accounting is accountable to the Director Corporate Finance Services for the leadership and management of the:
 - o Capital investment program across SA Health including the provision of critical and appropriate capital investing financial information and policy advice to key internal and external stakeholders.
 - o Special Purpose Fund Accounts across SA Health including an advisory, planning and coordination service resulting in the effective governance and consolidated financial management framework for Special Purpose Fund Accounts across the Portfolio.
 - o Financial systems, accrual reporting and accounting services relevant to the capital and Special Purpose Fund activities that support the efficient and effective provision of information for the Portfolio's Budget Papers, accurate period and accrual processes, and reconciliations with Department of Treasury and Finance Capital function.

Direct Reports:

- > ASO7 Principal Project Accountant
- > ASO6 Senior Project Accountant
- > 2 x ASO5 Project Accountant
- > 3 x ASO4 Senior Project Officer
- > ASO3 Project Officer

Key Relationships/ Interactions:Internal

- > Significant working relationship with the Executive Director, Finance and Corporate Services and Director Financial Accounting.
- > Will relate closely with other Divisions within the Department

External

- > Close liaison with other SA Health Executives and other key stakeholders.

Challenges associated with Role:

- > Ensuring the delivery of relevant timely and accurate business information to the Portfolio Executive and Local Health Networks.
- > Supporting a partnering approach with Local Health Networks and SA Ambulance Services to maintain an effective SPF financial management framework.
- > Championing financial services reform and improvements across SA Health

Delegations:

- > Level 4 Finance Delegation
- > Level 4 HR Delegation

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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > 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.

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 Background Screening and National Criminal History Clearance.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993 (Cth)* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
SA Health Financial Management Leadership	<p>Significantly contribute to the development of activities which support the SA Health Care Plan, the priorities and imperatives of regional Health Services, and the development and maintenance of high quality financial services across SA Health through:</p> <ul style="list-style-type: none"> > Participating in the development of SA Health Finance and Corporate Services strategies supporting SA Health. > 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 Division performance across SA Health. > Championing the financial services reform and improvements across SA Health.
Leadership in the Corporate Finance Services, Financial Operations – Project Accounting functions	<ul style="list-style-type: none"> > Leading and monitoring the delivery of Project Accounting services to ensure governance and management of Special Purpose Fund Accounts and the capital investment program. > Overseeing the capital investment program across SA Health including the provision of critical and appropriate capital investing financial information and policy advice to key internal and external stakeholders. > Ensuring the provision of advisory function and financial systems to support the consolidated financial management framework for Special Purpose Fund Accounts across the Portfolio. > Overseeing the delivery and management of financial systems, accrual reporting and accounting services relevant to the capital and Special Purpose Fund activities to support the efficient and effective provision of information for the Portfolio's Budget Papers, accurate period and accrual processes, and reconciliations with Department of Treasury and Finance Capital function.
Unit Resource Management	<p>Ensure the appropriate management of human, financial and physical assets of the Project Accounting Unit through:</p> <ul style="list-style-type: none"> > Leading, 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 and work 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. > Ensuring staff within the section are aware of, and comply with, relevant legislation, and SA Health policies, procedures and practices.
Continuous Improvement / Quality and Risk Management	<p>Ensure the quality of services through the Division are continually evaluated and improved through:</p> <ul style="list-style-type: none"> > Contributing to related aspects of the accreditation process. > Monitoring, evaluating, reporting and continuous improvement of services.

	<p>Contribute to the development of a Risk Management framework within Finance and Corporate Services by:</p> <ul style="list-style-type: none"> > Developing a culture of risk awareness and responsiveness in relation to addressing risks. > Encouraging the systematic identification, assessment and treatment of financial risk. > Encouraging risk management processes to include sensible creative thinking and potential solutions to address risk.
Advice, Consultation and Relationship Management	<p>The Manager Project Accounting is responsible for:</p> <ul style="list-style-type: none"> > Providing high level, timely, accurate and informative advice to a range of parties, including, but not limited to Chief Executive Officer, Executive Director and other Executives and senior management across SA Health. > Ensuring effective consultation, participation mechanisms and partnerships are developed and maintained to deliver and implement the SA Health Finance agenda across the SA Health portfolio. > Developing and maintaining strong working relationships and alliances within and outside of SA Health to achieve Government objectives and expectations.
Culture and Change Management	<p>Assist the Director in ensuring that the Division has a culture that supports process improvement and service integration by:</p> <ul style="list-style-type: none"> > Ensuring quality management processes are embedded in routine management practice. > Identifying and leading change management projects. > Promoting a culture of integration and information sharing within the Division and across Portfolio to achieve strategic objectives. > Contributing to strategic planning processes within the Division.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Tertiary qualification in accounting, economics or related business or financial management field.

Personal Abilities/Aptitudes/Skills

- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the *Work Health and Safety Act 2012* (SA), utilising AS/NZS ISO 31000:2009 Risk Management- Principles and Guidelines, or to an equivalent set of standards
- > Demonstrated high level capacity to contribute significantly to the development of projects, initiatives and opportunities including identifying and evaluating competing demands and prioritising tasks in order to achieve agreed goals and objectives.
- > Self-motivated, organised, demonstrated initiative and an ability to operate independently while remaining focussed on agreed objectives that may have competing priorities.
- > Strong interpersonal and communication skills which demonstrate a capacity to build and maintain relationships with diverse stakeholders on a range of sensitive and complex issues to achieve positive outcomes for the health service. Will be able to manage conflict and encourage win/win outcomes where possible.
- > Ability to provide high levels of professional service which includes 'conventional sight' (efficiency orientated, operational realities and quality focussed) and 'innovative sight' (strategic, tactical orientated, growth opportunities and quality focussed).
- > Demonstrated capacity to:
 - o undertake complex and high level financial resource and analysis.
 - o identify and resolve strategic and operational issues with practical and effective solutions.
 - o exercise lateral, creative and strategic thinking, independent judgement and significant delegated authority.
 - o evaluate risk in the context of broader organisational objectives.

Experience

- > Proven significant experience in managing the provision of project accounting and reporting services in a large and complex organisation.
- > Experience in the effective development, implementation and management of a large complex organisational budget and forecasting within a framework of critical corporate objectives and in consideration of operational, political, financial and strategic issues.
- > Experience in providing positive leadership in a senior management role in a large complex organisation in a climate of reform and continuing change, with demonstrated success in increasing teamwork and the effectiveness and accountability of the organisation.
- > Demonstrated experience in the strategic management of resources, undertaking financial and business analysis, developing financial strategies to improve financial performance and providing concise written executive reports.
- > Demonstrated experience in analysing and contributing to senior level and critical financial submissions and financial system, process and policy review, development and enhancements.

Knowledge

- > A detailed knowledge and understanding of relevant standards, Acts, Awards and Legislation and principles, structures, processes and practices as they relate to this role.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Post Graduate qualifications.

Personal Abilities/Aptitudes/Skills

Nil.

Experience

Nil.

Knowledge

- > Knowledge of the systems, structures, relationships and culture of the Department for Health and Ageing.

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network 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.

Finance:

Finance is a branch within the Finance and Corporate Services Division and is responsible for providing an integrated finance service across the Health Portfolio to its executive, DHA, Local Health Networks, SAAS and users of financial information and services.

It contributes to the objectives of SA Health by providing an integrated finance service across the Health Portfolio that delivers high-level strategic financial advice, support and operational services.

Finance provides a centralised service to the whole of SA Health through two finance functions. The two finance functional areas are Corporate Finance Services and Financial Accounting.

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 health service:

- > 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.

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: