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SA Health Job Pack

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| Job Title | Assistant Business Analyst (More than one position) |
| Eligibility | Open to Everyone |
| Job Number | 712916 |
| Applications Closing Date | 13/12/19 |
| Region / Division | Southern Adelaide Local Health Network |
| Health Service | SALHN Regional Office |
| Location | Flinders Medical Centre |
| Classification | ASO6 |
| Job Status | Full time, Ongoing / Permanent |
| Total Indicative Remuneration | \$102,564 to \$108,432 per annum |

Contact Details

| | |
|----------------|-----------------------------|
| Full name | Wayne Gadd |
| Position Title | Chief Finance Officer SALHN |
| Phone number | 8204 4719 |
| Email address | Wayne.Gadd@sa.gov.au |

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 | No |
| Vulnerable Person-Related Employment Screening - NPC | No |
| Aged Care Sector Employment Screening - NPC | No |
| General Employment Probity Check - NPC | Yes |

Further information is available on the SA Health careers website at <https://www.sahealthcareers.com.au/information/>, or by referring to the nominated contact person above.

Immunisation Risk Category

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

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| Position | Assistant Business Analyst |
| Classification | ASO6 |
| Division | SALHN Regional Office |
| Department / Section / Unit / Ward | Business Finance Services |
| Role reports to | Operationally: > Senior Business Analyst Professionally: > Senior Business Analyst |
| CHRIS 21 Position Number | Role Created / Review Date 01/11/2019 |
| Criminal History Clearance Requirements <input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child - Prescribed (Working with Children Check) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC) | Immunisation Risk Category Category C (minimal patient contact) |

JOB SPECIFICATION

Primary Objective(s) of role:

Our aim at Southern Adelaide Local Health Network (SALHN) is to be a high performing and accountable healthcare network that operates to Australian benchmark standards delivering reliable and respectful care. The delivery of SALHN strategic objectives are underpinned by an integrated management system across five domains (safety, quality, delivery, people and cost). The focus on these 5 domains ensures delivery of timely and effective care safely, acknowledging the importance of our people in service delivery and has beneficial consequences for overall costs.

The Assistant Business Analyst is accountable to the Senior Business Analyst and is responsible for supporting the management of the financial resources allocated to the Division. The Assistant Business Analyst is responsible for the effective and efficient delivery of finance services to the Division including, but not limited to:

- > providing performance analysis and decision support to the Division;
- > supporting the performance management and reporting framework that cascades through the Division;
- > monitoring financial performance, forecasting and reporting;
- > supporting the maintenance of the budget management framework;
- > supporting and monitoring sustainability initiatives; and
- > providing business financial analysis support and actionable insights including continuous improvement initiatives and benchmark comparisons.

Direct Reports: (List positions reporting directly to this position)

- > Nil

Key Relationships / Interactions:

Internal:

- > The Assistant Business Analyst reports to the Senior Business Analyst.
- > The Assistant Business Analyst works closely with Business Finance Team, Unit Heads and Managers within the Division.

- > Fosters a collaborative working relationship with a range of internal departments providing services to the Division.

External:

- > The Assistant Business Analyst fosters a collaborative working relationship with a range of external agencies providing services to the Division.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Delivery of services in alignment with SALHN strategic objectives in a climate of reform and continuing change within budget;
- > Ensuring operation and performance is consistent with policies / procedures; and
- > Maintaining a strong customer focused relationship with key stakeholders through, advice, support and education.

Delegations: (As defined in SALHN instruments of delegations)

(Levels / limits of authority in relation to finance, human resources, Work Health and Safety and administrative requirements as defined by Departmental delegations and policies.)

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|-----------------|---------|
| Financial | Level 5 |
| Human Resources | N/A |
| Procurement | Level 5 |

Resilience

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SALHN 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, Procedures and legislative requirements including but not limited to:

- > National Safety and Quality Health Care Service Standards.
- > *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 in the Immunisation for Health Care Workers in South Australia Policy Directive.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- > *Public Interest Disclosure Act 2018*.
- > Disability Discrimination.
- > Information Privacy Principles.
- > 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.

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 *Child Safety (Prohibited Persons) Act 2016* and Child Safety (Prohibited Persons) Regulations 2019 must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- > Working with Children Clearance must be renewed every five (5) years.
- > 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- > Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- > 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 2008* 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 Areas | Major Responsibilities |
|---------------------------------------|--|
| Direct/indirect patient/client care | <ul style="list-style-type: none"> > Commitment to delivering high quality and safe care consistent with the SALHN Integrated Governance Framework and Consumer Engagement Framework and Plan. |
| Policy and Compliance | <ul style="list-style-type: none"> > Assisting in maintaining a robust finance governance framework within the Division and providing business and financial advice to inform strategy, standards and directions. > Assisting in maintaining a strong compliance and control framework with the Division including compliance with finance policies, procedures, guidelines, work instructions and delegations. > Contributing to the development of policies and procedures. |
| Operational Budgeting and Forecasting | <ul style="list-style-type: none"> > Contributing to financial reporting and budgetary management across the Division, covering the application of resources. > Contributing to the budget development process for the Division and support the Senior Business Analyst in determining budget allocations and strategy options in accordance with SALHN budget principles, ensuring deadlines are achieved. > Contributing to sustainability initiatives and efficiency insights, coordination and validation of sustainability strategies; > Contributing to a consistent and accurate approach in the preparation of forecasts prepared for the Division, identifying and evaluating budget issues, providing advice to the Senior Business Analyst and Division Managers on appropriate solutions. |
| Operational Performance | <ul style="list-style-type: none"> > Maintaining effective relationships with Unit Heads, Senior Managers and other key stakeholders to identify opportunities to support reform and the provision of financial services in fulfilling operational requirements. > Providing regular reports to the Senior Business Analyst and Division Managers including analysis and interpretation of the performance against budget and key business performance indicators, identifying variances in results and providing actionable insights on immediate and long term corrective strategies. > Providing advice on strategies to ensure effective and efficient use of resources including supporting the Division leaders with sustainability initiatives, monitoring and providing advice on mitigation strategies or remedial actions required where there is deterioration against plans. > Interrogating and modelling of data that can be converted to information to assist with business decision making. > Developing reports, on the monthly financial performance of the Division to Division Managers. > Contributing to the reporting, monitoring, analysis and providing advice on activity performance against targets and performance of costs against benchmarks. > Assisting in ensuring the financial results for the Division, as reported at the end of each month, are sufficiently accurate to enable effective decision making at a Division level. > Providing a range of expert financial / decision support reporting and actionable insights and information to the Division Managers to inform business decisions. > Attending and participating in the Divisions financial governance committee and leadership meetings. > Providing support in the preparation of briefings and submissions. > Providing education and training to the Division. |

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| Planning and Analysis | <ul style="list-style-type: none"> > Providing advice to the Division Managers in relation to budget planning, forecasting, compliance strategies and financial operational matters. > Providing financial modelling and analysis support including the: <ul style="list-style-type: none"> o development of funding models that support new initiatives and cost effective service provision; o development of scenario based financial options related to a range of strategies and initiatives; and o the assessment of financial impact of capital investment strategies; > Contributing to the development and financial advice for business cases, business plans and processes that seek to deliver improved services and better value for money. > Assisting in the preparation of forecasts and forward year financial estimates assessing potential impacts for the Division. > |
| Continuous Improvement/Quality and Risk Management | <ul style="list-style-type: none"> > Supporting a culture of risk awareness and responsiveness in relation to addressing risks. > Contributing to related aspects of the accreditation processes. > Monitoring, evaluating, reporting and continuous improvement of services. > Supporting the installation of a proactive approach and culture of continuously reviewing and improving operations, planning, policies, services and programs. > Identifying, influencing and leading key stakeholders and advocates to promote the implementation of change initiatives that ensure continuous improvement outcomes. > Participating in financial reviews, including reviewing and advising on the impact of submissions and improvement opportunities. > Ensuring quality management processes are imbedded in routine management practice. > Supporting a culture of integration across SALHN in order that information is shared for the benefit of SALHN Strategic intent. > Supporting the systematic identification, assessment and treatment of financial risk. > Supporting risk management processes to include sensible creative thinking and potential solutions to address risk. |
| Resource Management | <ul style="list-style-type: none"> > Supporting the maintenance of controls to ensure diligence and accountability in the submission and justification of expenditure and FTE approval requests within budgets having due regard to the financial position of the Division. > Ensuring resources are used efficiently and effectively, with the objective for the Division to operate at a minimum at the National Efficient Price. > Undertaking appropriate investigations into financial variances, and facilitating the identification and implementation of corrective strategies. > Supporting the development, implementation and monitoring of sustainability initiatives. > Undertaking analysis of activity performance against activity targets and performance of costs against the National Efficient Price and creation of actionable insights. > Monitoring and analysing the Divisions stock usage and inventory management systems, ensuring stock optimisation is maintained. |

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| Advice, Consultation and Relationship Management | <ul style="list-style-type: none"> > Providing timely, accurate and informative business and financial advice to a range of parties including, but not limited to, Senior Business Analyst, Corporate Finance, Managers and other key stakeholders. > Ensuring effective consultation, participation mechanisms and partnerships are developed and maintained to deliver and implement the SA Health Finance agenda across the SALHN. > Developing and maintaining strong working relationships and alliances within and outside of SALHN to achieve Government objectives and expectations. > Support a culture of continuous review and improvement of systems, services and programs across SALHN in the context of the SALHN Service Level Agreement and approved budgets. > Fostering a positive work culture based on SALHN's values and promoting a positive customer service environment. |
| Contribution to effective operation of unit | <ul style="list-style-type: none"> > Contributing to the development of an integrated team approach and culture which is highly responsive to the needs of our consumers. > Contributing to the promotion and implementation of the objects and principles of the Health Care Act 2008 and Public Sector Act 2009 (inclusive of the Code of Ethics for the South Australian Public Sector). > Adhering to the provisions of relevant legislation including, but not limited to, the Equal Opportunity Act 1984, Work Health and Safety Act 2012 (SA) (WHS), Awards and Enterprise Agreements. > Demonstrating appropriate behaviours which reflect a commitment to the Department of Health values and strategic directions. > Undertaking training as required to attain and maintain required competency of skills and knowledge applicable to the role. |

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

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

Personal Abilities/Aptitudes/Skills

- > Demonstrated skills and abilities to work in a team to achieve objectives.
- > Strong ability to understand customer perspectives and ensure responsiveness to their needs.
- > Self-motivated, organised and an ability to operate independently while remaining focussed on agreed objectives that may have competing priorities.
- > Strong interpersonal and communication skills that demonstrate a capacity to build, influence and maintain effective relationships with diverse stakeholders on a range of issues to achieve positive outcomes.
- > Strong Microsoft excel skills or equivalent to support data interrogation and modelling.
- > Demonstrated skills in analysing and interpreting data, communicating the information concisely and accurately, in either verbal or written format to accommodate the key stakeholder audience.
- > Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, Diversity and Worker Health & Safety.
 - Quality management and the provision of person and family centred care.
 - Risk management.

Experience

- > Demonstrated experience in a senior financial management with demonstrated success in increasing the effectiveness and accountability of the organisation.
- > Demonstrated experience in the management of financial resources, undertaking financial business analysis and providing actionable insights, forecasting and developing financial strategies to improve financial performance.
- > Demonstrated experience in developing budgets including the development and implementation of sustainability initiatives to operate within budget allocations.
- > Experience in the effective development, implementation and management of financial models using various financial modelling tools.

Knowledge

- > Awareness of National Safety and Quality Health Service Standards.
- > Understanding of Delegated Safety Roles and Responsibilities.
- > Understanding of Work Health Safety principles and procedures.
- > Understanding of Quality Management principles and procedures.
- > Awareness of person and family centred care principles and consumer engagement principles and procedures.
- > An understanding of public acute health funding models, the principles of the National Efficient Price, Activity Based Funding and benchmarking opportunities.

2. DESIRABLE CHARACTERISTICS (to distinguish between applicants who meet all essential requirements)

Personal Abilities/Aptitudes/Skills

- > Nil

Experience

- > Proven experience in basic computing skills, including email and word processing.
- > Demonstrated relevant experience in the public or private health sector and understanding of key performance drivers.
- > Experience in government accounting and administration framework.

Knowledge

- > Awareness of the Charter of Health and Community Services rights.
- > Demonstrated knowledge of political, social and economic parameters that affect the planning, development, funding delivery and management of health services.

Educational/Vocational Qualifications

- > Degree qualifications in accounting, economics or related financial / business management field.

Other Details

Nil

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.

SA Health Challenges

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

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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

Governing Boards

The State Government is reforming the governance of SA Health, including from 1 July 2019 the establishment of 10 Local Health Networks, each with its own Governing Board.

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|--------------|--|
| Statewide | > Women's and Children's Health Network |
| Metropolitan | > Central Adelaide Local Health Network > Southern Adelaide Local Health Network > Northern Adelaide Local Health Network |
| Regional | > Barossa Hills Fleurieu Local Health Network > Yorke and Northern Local Health Network > Flinders and Upper North Local Health Network > Riverland Mallee Coorong Local Health Network > Eyre and Far North Local Health Network > South East Local Health Network |

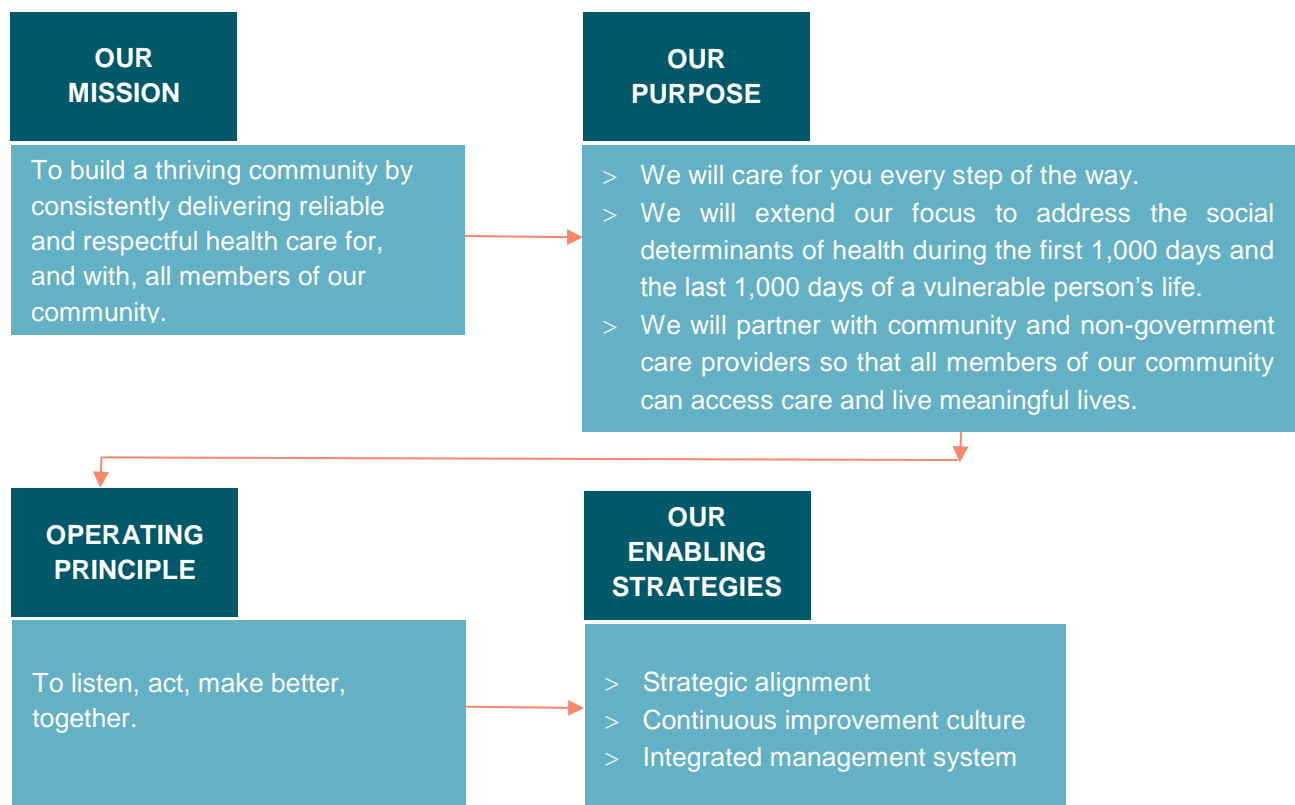
Southern Adelaide Local Health Network (SALHN)

SALHN provides care for more than 350,000 people living in the southern metropolitan area of Adelaide as well as providing a number of statewide services, and services to those in regional areas. More than 7,500 skilled staff provide high quality patient care, education, research and health promoting services.

SALHN provides a range of acute and sub-acute health services for people of all ages.

SALHN includes

- > [Flinders Medical Centre](#)
- > [Noarlunga Hospital](#)
- > [GP Plus Health Care Centres and Super Clinics](#)
- > [Mental Health Services](#)
- > Sub-acute services, including [Repat Health Precinct](#)
- > [Jamie Larcombe Centre](#)
- > [Aboriginal Family Clinics](#)



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; it sets out the **South Australian Public Sector Values** as:

- > **Service** – We proudly serve the community and Government of South Australia.
- > **Professionalism** – We strive for excellence.
- > **Trust** – We have confidence in the ability of others.
- > **Respect** – We value every individual.
- > **Collaboration & engagement** – We create solutions together.
- > **Honesty & integrity** – We act truthfully, consistently, and fairly.
- > **Courage & tenacity** – We never give up.
- > **Sustainability** – We work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

Role Acceptance

I have read and understand the responsibilities associated with the Assistant Business Analyst within SALHN and the organisational context and values of SA Health as described within this document.

Name

Signature

Date