



ROLE DESCRIPTION

Role Title:	Finance and Contract Administration Officer
Classification Code:	ASO4
LHN/ HN/ SAAS/ DHW:	Department for Health and Wellbeing
Hospital/ Service/ Cluster:	
Division:	Strategy and Governance
Department/Section / Unit/ Ward:	Aboriginal Health Unit
Role reports to:	Business Manager
Role Created/ Reviewed Date:	
Criminal and Relevant History Screening:	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
Immunisation Risk Category Requirements:	<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 Finance and Contract Administration Officer is responsible for providing advice and assistance on the efficient and effective management of financial resources, commissioning, procurement and contract administration by overseeing budgeting, financial reporting, planning and compliance obligations across the Aboriginal Health Unit aligned to departmental and other government requirements.

The role drafts, reviews and executes contracts and other types of agreements administered by the Aboriginal Health Unit; monitors contract performance; and reports on contract activity, performance and contractual issues.

The role provides support and oversight to the Business Administration Support Officer on Finance, Accommodation and Travel needs of the Aboriginal Health Unit.

The role works closely with Aboriginal Health Unit staff involved in the management of contracts and other types of agreements. It also works with key contacts in the Corporate Services Division to access support and guidance on contract management and procurement matters.

Direct Reports:

> N/A

Key Relationships/ Interactions:

Internal

- > Reports directly to the Business Manager on a day-to-day basis.
- > Liaises with key personnel within Corporate Services Division in relation to procurement and contract matters.
- > Works closely with Aboriginal Health Unit team members to provide general support and assistance on finance, commissioning, procurement and contract management matters.

External

- > Liaises with parties contracted by the Aboriginal Health Unit on administrative matters as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing support across a large work unit.
- > Working in a complex work environment.
- > Coordination of multiple contracts and funding agreements administered by the Unit.
- > Understanding and applying the policies, processes and systems that support finance, procurement and contract management.

Delegations:

- > N/A

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide professional, efficient and effective financial, contract management and procurement advice and support to Aboriginal Health Unit staff	<ul style="list-style-type: none"> > Draft, review and execute contracts and other types of agreements administered by the Aboriginal Health Unit. > Assist Aboriginal Health Unit staff with preparing procurement documentation and managing procurement processes. > Provide contract administration for all program areas of the Aboriginal Health Unit. > Respond to financial, commissioning procurement and contract management queries and issues from Aboriginal Health Unit staff and assist with problem solving, issue and risk management as required. > Work with Corporate Services Division to access legal and procurement advice and input on contract management and procurement matters to assist the work of the Aboriginal Health Unit.
Monitor the quality of contract management and procurement activity undertaken in the Aboriginal Health Unit	<ul style="list-style-type: none"> > Monitor procurement and contract management activities undertaken by the Aboriginal Health Unit to ensure compliance with policies and standards. > Establish user friendly processes, procedures, checklists, templates and other resources for the Aboriginal Health Unit to assist with ensuring procurement and contract management activities are compliant with policy and process requirements. > Escalate any issues or risks associated with Aboriginal Health Unit procurement and contract management activity to the Business Manager. > Monitor contract milestones and deliverables and follow up as required.
Provide information about procurement and contract activity and performance across the Unit	<ul style="list-style-type: none"> > Develop financial, commissioning, contract and procurement reports for the Business Manager, Chief Aboriginal Health Officer and Managers on Aboriginal Health Unit as requested. > Provide advice to the Business Manager on issues and areas of risk associated with financial, procurement and contract management and assist in the identification of options for managing these. > Participate in Departmental and whole of government data collection processes and reporting in relation to financial, commissioning procurement and contracts.
Perform administrative tasks that support high quality procurement and contract management activities	<ul style="list-style-type: none"> > Establish and maintain systems for the effective management of financial, commissioning, procurement and contract management files in accordance with policies and procedures. > Maintain and manage finance, commissioning, procurement and contract templates and resources. > Perform other administrative tasks as required.

<p>Contribute to continuous improvement processes relating to procurement and contract management</p>	<ul style="list-style-type: none"> > Contribute input into the development, maintenance and review of systems and processes related to procurement and contract management. > Represent the Aboriginal Health Unit on internal user/working groups related to procurement and contract management and recommend any system and process improvements identified by the Unit. > Provide information to Aboriginal Health Unit staff about finance, commissioning, procurement and contract management training options.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > N/A

Personal Abilities/Aptitudes/Skills:

- > Excellent interpersonal skills, written and oral communication skills and confidence to engage with stakeholders at all levels.
- > High level service-focused skills and an attentive helpful manner.
- > Ability to analyse data, identify trends, prepare reports and make recommendations.
- > A high level of attention to detail and quality.
- > Demonstrated ability to use initiative and work under limited direction.
- > Demonstrated commitment to working as an ally for Aboriginal people and communities through listening and actively providing support in a way that is meaningful and respectful.

Experience:

- > Experience working with contracts, funding agreements and other related business instruments.
- > Proven organisational skills and an ability to cope with high volumes of work and enquiries, manage completing priorities and meet deadlines.
- > Experience in providing administrative support services.

Knowledge:

- > Knowledge of the principles, practices and policies associated with financial, commissioning, procurement and contract management in government.
- > Knowledge of records management principles and processes.
- > Knowledge of computer based and other information systems.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Currently have or studying towards a relevant qualification such as business management, law, project management, accounting.

Personal Abilities/Aptitudes/Skills:

- > Understanding of contemporary issues impacting on Aboriginal health and wellbeing.

Experience:

- > Experience in the use of procurement and contract management systems.
- > Experience working in the public sector and/or health service environment.

Knowledge:

- > Knowledge of Aboriginal health services, peak bodies, networks and other key stakeholders.
- > Knowledge of the SA Health system including key stakeholders and key operational programs,

strategic directions, policies, procedures and guidelines.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > 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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development:

The incumbent will be required to participate in the organisation's Performance Review and 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.

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.

Resilience:

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

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

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

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.

Health Network/ Division/ Department:

The Aboriginal Health Unit within the Strategy and Governance Division of the Department for Health and Wellbeing is responsible for providing system-wide strategic and policy leadership on Aboriginal health matters, consistent with state and national Aboriginal health directions, including the National Agreement on Closing the Gap and SA Implementation Plan for the National Agreement on Closing the Gap, to support the system to deliver high quality, culturally safe and responsive services and improve health and wellbeing outcomes for Aboriginal South Australians. The Unit is responsible for leading the implementation of the SA Health Aboriginal Health Care Framework through delivering a range of functions to shape, strengthen and support SA Health to deliver the best outcomes for Aboriginal people including:

- > engaging with Aboriginal health stakeholders to facilitate partnership opportunities and improve decision making
- > developing strategies to improve cultural capability, inclusion, and responsiveness across the system
- > building system intelligence through data collection, evaluation and research activities, and
- > actively participating in processes to advance the Aboriginal health agenda across all levels of government.

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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

Name:

Signature:

Date:

Version control and change history
