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## SA Health Job Pack

Job Title	Executive Director Finance and Business Services, CALHN
Eligibility	Open to Everyone
Job Number	709070
Applications Closing Date	25/10/19
Region / Division	Central Adelaide Local Health Network
Health Service	The Royal Adelaide Hospital
Location	Adelaide
Classification	SAES-2
Job Status	Full-time temporary up to 3 years

## 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**
- 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](http://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**

<b>Role Title:</b>	Executive Director, Finance and Business Services		
<b>Classification Code:</b>	SAES 2 Level	Position Number	
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Central Adelaide Local Health Network		
<b>Division:</b>			
<b>Department/Section / Unit/ Ward:</b>			
<b>Role reports to:</b>	Chief Executive Officer		
<b>Role Created/ Reviewed Date:</b>	January 2019		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<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 ( <i>minimal patient contact</i> )		

**ROLE CONTEXT**

<b>Primary Objective(s) of role:</b>
<ul style="list-style-type: none"> <li>The Executive Director, Finance and Business Services provides strategic and operational leadership to ensure that the local health network can optimise its resources to deliver high quality, highly performing and efficient care for its communities. Accountable to the Chief Executive Officer and working closely with colleagues in the broader health system, the role leads the finance and performance functions within the service.</li> <li>The role will ensure financial management, planning and business services are provided to support service delivery objectives. Through the performance management function, the Executive Director will ensure that internal performance, accountability, and planning functions are optimal.</li> <li>The Executive Director will be responsible for effective and efficient delivery of services to support the local health network's strategic intent.</li> </ul>

## Key Relationships/ Interactions:

### Internal

- Reports to the Chief Executive Officer.
- The Executive Director is an integral member of the local health network Executive Management Team.
- Significant working relationship with the local health network Chief Operating Officer and Executive Management Team.
- Strong working relationship with the local health network senior management, clinicians and other service key stakeholders.
- Strong working relationship with the Chief Finance Officer, Department for Health and Wellbeing and the integrated Finance services.
- Functional relationship with other SA Health local health networks and services.
- Key representative for CALHN in SA Health and SA Government network groups and Finance stakeholder groups.

### External

- Will relate closely to the local health network community.
- Working relationship with other external health providers and government agencies as required.

## Challenges associated with Role:

Major challenges currently associated with the role include:

- > continuing to enhance the Local Health Network's financial governance framework and budget management capabilities
- > providing strategic financial leadership in a climate of significant reform and continuing change, ensuring accountability is maintained
- > providing financial leadership in the realignment of services in accordance to the SA Health plans as required.

## 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 Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under *the Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (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 subject to relevant provisions of the executive contract.

- 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 Guidelines 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'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *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.*

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 & 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.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

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

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Financial Management Leadership</b>	<ul style="list-style-type: none"> <li>&gt; Provide strategic leadership, direction and management of the local health network finance function to facilitate, support and enhance the ability of the network to optimise quality health care and to achieve performance standards established in the service Performance Agreement and value for money.</li> <li>&gt; Provide expert professional analysis, advice, reports and recommendations in relation to funding/ budgetary, financial management and accounting matters.</li> <li>&gt; Provide timely and high quality strategic financial analysis, advice and reports to the Chief Executive Officer and Executive Management Team to facilitate and enhance the achievement of strategic and business objectives.</li> <li>&gt; Ensure the integrity, credibility, completeness and timeliness of all financial and management information, records and reporting, together with the delivery of effective associated services undertaken by the local health network.</li> <li>&gt; Ensure that the local health network meets their statutory obligations in relation to financial management and governance. This will include the development and implementation of all relevant systems, policies, processes and practices.</li> <li>&gt; Contribute to the financial services reform and improvements across SA Health.</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>&gt; Provide strategic leadership, direction and management of performance reporting to facilitate, support and enhance the ability of the local health network and Executive Management Team to optimise quality health care, enhance achievement of strategic and business objectives, and to achieve performance standards established in the Service Performance Agreement.</li> <li>&gt; Establish performance management frameworks and processes to monitor local health network performance against agreed key performance indicators and specific funded initiatives.</li> <li>&gt; Establish service Performance Agreements with local health network Directorates for their annual funding allocation and service targets.</li> <li>&gt; Manage local health network Directorates service performance and monitor remedial action plans to facilitate delivery of agreed service targets.</li> <li>&gt; Provide strategic advice to the Chief Executive Officer and Executive Management Team on negotiations on service Performance Agreements with SA Health and performance related matters.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>&gt; Provide strategic executive leadership, direction and management of planning to facilitate, support and enhance the ability of the local health network to optimise quality health care and to achieve appropriate outcomes including the timely provision and revision of Strategic, Operational and Clinical Services plans.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Ensure the development and implementation of a robust budgetary management framework across the local health network, covering the strategic application of resources in line with the stated objectives of SA Health and the service Performance Agreement.</li> <li>&gt; Lead and coordinate the development of strategic, operational and business planning capability and capacity across the local health network.</li> <li>&gt; Coordinate and integrate the alignment of service plans through the development and maintenance of robust linkages with enablers including workforce, information, asset and capital planning and procurement.</li> <li>&gt; Lead the development, implementation and regular review of financial and related service planning frameworks, policies/procedures, and guidelines to enhance the planning, safety, accessibility, effectiveness, efficiency and quality of health services.</li> <li>&gt; Provide leadership in respect to the development and presentation of options and recommendations on strategic health service planning and reform priorities.</li> </ul>
<b>Non-Clinical Support Services Management</b>	<ul style="list-style-type: none"> <li>&gt; Provide strategic and operational leadership and management for non-clinical support services within the local health network.</li> <li>&gt; Provide strategic commercial advice to the Executive Management Team to facilitate and enhance the achievement of strategic and business objectives (including compliance with statutory obligations and standards).</li> <li>&gt; Provide executive leadership, strategic direction and coordination across the range of support services and activities including the monitoring and improvement of the local health network non clinical contracted services, assets and capital infrastructure programs.</li> </ul>
<b>Corporate Governance</b>	<ul style="list-style-type: none"> <li>&gt; Lead the establishment, implementation and ongoing improvement of the corporate governance framework within the local health network.</li> <li>&gt; Provide leadership in the assessment of risk, establishment of mitigation strategies and controls, monitoring of risks.</li> <li>&gt; Establish and maintain effective controls including financial, human resource and procurement delegations.</li> <li>&gt; Ensure that operations are undertaken using systems, policies, practices and processes which are efficient and effective and which protect and/or mitigate against opportunities for fraud, theft and misappropriation.</li> </ul>
<b>Unit Resource Management</b>	<p>Ensure the appropriate management of human, financial and physical assets through:</p> <ul style="list-style-type: none"> <li>&gt; Leading, developing and fostering a positive work culture which is based on SA Health and local health network's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> </ul>



	<ul style="list-style-type: none"> <li>&gt; Providing a sound performance management framework for staff including development of their potential.</li> <li>&gt; Appropriate planning and allocation of resources to achieve agreed business and strategic plans.</li> <li>&gt; Budget preparation, monitoring and reporting and adherence to resource allocations.</li> <li>&gt; Providing leadership in ensuring that service planning methods are established that support the effective development and delivery of services.</li> </ul>
<p><b>Advice, Consultation and Relationship Management</b></p>	<p>The Executive Director is responsible for:</p> <ul style="list-style-type: none"> <li>&gt; Providing high level, timely, accurate and informative advice and recommendations to a range of parties including, but not limited to, the Chief Executive Officer, Chief Operating Officer, other senior management and the Department for Health and Wellbeing.</li> <li>&gt; Ensuring effective consultation, participation mechanisms and partnerships are developed and maintained to deliver and implement the SA Health reform agenda across the local health network and the SA Health portfolio.</li> <li>&gt; Developing and maintaining strong working relationships and alliances within and outside of SA Health to achieve Government objectives and expectations.</li> </ul>
<p><b>Continuous Improvement/Quality and Risk Management</b></p>	<p>Ensure the quality of effective and relevant services through continually evaluating and improving by:</p> <ul style="list-style-type: none"> <li>&gt; Developing a culture of risk awareness and responsiveness in relation to addressing risks.</li> <li>&gt; Significantly contributing and providing leadership around related aspects of the accreditation processes.</li> <li>&gt; Monitoring, evaluating, reporting and continuous improvement of services.</li> </ul> <p>Support the Chief Executive Officer in enabling a culture that supports process improvement by:</p> <ul style="list-style-type: none"> <li>&gt; Ensuring quality management processes are imbedded in routine management practice.</li> <li>&gt; Identifying and leading change management project and promoting a culture of integration to support both CALHN and SA Health initiatives.</li> <li>&gt; Demonstrating the personal qualities of a leader embodying the local health networks core values and inspiring those around them to achieve and improve.</li> <li>&gt; Demonstrating flexibility and adaptability within the Executive Management Team, taking on organisation wide sponsorship for issues, projects and priorities that may sit outside the key accountabilities.</li> </ul>

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Tertiary qualification in accounting, economics or related financial / business management field.
- Accreditation and membership with a recognised professional accounting body such as CPA or ICA

#### **Personal Abilities/Aptitudes/Skills:**

- The ability to build credibility and rapport with senior stakeholders both within SA Health and outside, in such a way as to develop trust and cooperation, including the ability to design and execute stakeholder communication so that expectations are effectively managed.
- The ability to lead and facilitate teams, including end-users, and secure co-operation from others, including stakeholders from other functional groups within SA Health.
- The ability to perform analysis, evaluation and reporting of financial and performance data focused on providing executive management with the management information required to facilitate and enhance business performance.
- The ability to design appropriate decision-making processes, so that choices are both transparent and defensible in retrospect including the ability to anticipate potential problems and to redesign processes and systems so as to minimise their reoccurrence.

#### **Experience**

- Experience in providing positive leadership in an executive 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 substantial experience in the strategic management of financial resources, budget development and implementation of a large complex organisation, developing financial strategies to improve financial performance and providing concise written executive financial reports.
- 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 improved service delivery performance and take a shared responsibility for achieving results.
- Experience in the provision of strategic financial advice aligned to business objectives including funding negotiations.

#### **Knowledge**

- An understanding of the health sector reform agenda and emerging directions within the broader health sector Knowledge of performance management of a significant and complex organisation.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Master of Business Administration, or similar post-graduate leadership or financial management qualification.

### **Personal Abilities/Aptitudes/Skills:**

- Excellent presentation, oral and written communication skills.

### **Experience**

- Demonstrate relevant experience in a public or private health sector and government accounting and administration framework.
- Experience of benchmarking processes against peer organisations and identifying and implementing opportunities for improvement.

### **Knowledge**

- Knowledge of and/or experience in the health service delivery environment with a clinical activity costing and performance management focus.

## 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 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., Country Health SA 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.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.

CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### 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:** \_\_\_\_\_