

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Business Support Officer
Position Number:	510385
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Finance and Business Support – Revenue Management
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Business Manager
Effective Date:	October 2020
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Current Driver's licence A Degree or tertiary qualification in a relevant discipline

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Provide business support at a regional level by assisting the Business Manager to ensure that financial targets are achieved, issues are managed at site level and processes comply with all funding requirements.

Duties:

1. Provide business advice and support to Service Managers in respect to a broad range of activities at an operational level. Undertake site visits on the Business Manager's approved schedule to ensure key financial risk areas are monitored and, where relevant, corrective/preventative actions are implemented.
2. Undertake analysis activities and provide reports and recommendations including, but not limited to, the areas of budget performance and human resource management.

3. Prepare information for inclusion in financial reports, ensuring compliance with month end reporting deadlines.
4. Prepare journals as required to ensure the reported result accurately reflects the financial position of the cost centres.
5. In conjunction with Service Managers and other members of the Finance Group as required, develop annual cost centre budgets and assist with the preparation of annual budget variations.
6. Coordinate the development, monitoring and reporting of external funding agreements including Commonwealth Home Support Program (CHSP) and Commonwealth Aged Care funding. This includes the preparation of financial acquittal reports, for delegate approval, for external funding providers as required.
7. Provide business advice and support to the Business Manager in relation to business administration within the business unit.
8. Contribute to and assist in the development of operational business support policy within the business unit.
9. Monitor contract compliance between the business unit and private service providers within the region, including aged care and health facilities.
10. Monitor compliance of service agreements between this business unit and other business units.
11. Assist in facilitating improvement of business processes and effective resource management within the business unit.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible for the provision of a broad range of business support activities and for assisting the Business Manager in the effective management of financial, human and physical resources.
- General direction and supervision provided by the Business Manager. The occupant will be required to liaise closely with Service Managers as well as other senior officers within the allocated services in respect to the implementation of policies.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Ability to interpret and analyse financial information and recommend appropriate action.
2. Ability to prepare high level correspondence and financial reports.
3. Experience with computer systems and skills in relation to financial information systems.
4. Well-developed ability to work individually, and as a member of a team and a proven ability to be adaptable and flexible to achieve the best results in an environment of change, ambiguity and pressure.
5. High level interpersonal skills including communication, negotiation, conflict resolution and group facilitation skills.
6. An understanding of, or the demonstrated ability to acquire an understanding of, the political, social and organisational environment in which the Agency operates.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles and Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).