**Government of South Australia**

SA Health

# ROLE DESCRIPTION

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| **Role Title:** | Senior Financial Analyst |
| **Classification Code:** | ASO7 |
| **LHN/ HN/ SAAS/ DHW:** | Department for Health and Wellbeing |
| **Division:** | Digital Health SA |
| **Department/Section / Unit/ Ward:** | Service Delivery & Business Administration Services – Business Performance & Operational Services |
| **Role reports to:** | Assistant Director, BPOS |
| **Role Created/ Reviewed Date:** | April 2024 |
| **Criminal and Relevant History Screening:** | ☐ Aged (NPC)<br>☐ Working With Children's Check (WWCC) (DHS)<br>☐ Vulnerable (NPC)<br>☒ General Probity (NPC) |
| **Immunisation Risk Category Requirements:** | ☐ Category A (direct contact with blood or body substances)<br>☐ Category B (indirect contact with blood or body substances)<br>☒ Category C (minimal patient contact) |

## ROLE CONTEXT

### Primary Objective(s) of role:

> The Senior Financial Analyst is responsible for establishing and maintaining a professional finance function within the Digital Health SA directorate. The position is required to provide effective financial control across the directorate through the delivery effective high level financial planning, management (including reporting services), control and coordination of funding associated with DHSA capital resource management and expenditure.

> The incumbent will possess a comprehensive understanding of financial and project accounting principles, in order to provide sound financial management advice to projects and programs within a complex DHSA portfolio.

> The role will drive quality and optimisation of portfolio outcomes by sound planning and administration of budget allocations and estimates and providing consistent and comprehensive financial views of portfolio performance through the preparation of associated reports.

### Direct Reports:

> Nil.

### Key Relationships/ Interactions:

Internal
> Close working relationship with all members of the Digital Health SA Business Performance and Operational Services Team and the Program Management Office (PMO).
> Significant working relationships with the Executive Director, Digital Health SA; SA Health Chief Financial Officer; DTF SA Health Account Team; Director, Business Transformation; Digital Health SA Customer Engagement Team; and Program / Project Managers.
> Liaises extensively with SA Health Finance directorate with regards to all funding matters relating to the Digital Health SA portfolio and its constituent programs and projects.
> Liaises with and provides authoritative advice to Digital Health SA Program / Project Managers.

External
> Liaises with other SA Health divisions, external to the Digital Health SA directorate, where appropriate for the purposes of identifying and managing financial interdependencies with the portfolio.

| Challenges associated with Role: |
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| Major challenges currently associated with the role include: |

> As one of the largest and most complex Government departments in South Australia, management of DHSA-enabled business initiatives across the SA Health enterprise is a critical function requiring an integrated approach to ensure both effective management of business change, and delivery of the SA Health DHSA investment agenda. The Digital Health SA Division of SA Health has a significant investment portfolio comprised of many in-flight programs and projects.

> Supporting a well-structured financial Management discipline to enable both the delivery of DHSA-enabled Programs and Projects and inform the strategic decision-making process of governing bodies within Digital Health SA.

> Demand for financial services within the portfolio is ever growing and the environment is complicated and highly dynamic.

| Delegations: |
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> Nil.

# Key Result Area and Responsibilities

| Key Result Areas | Major Responsibilities |
| --- | --- |
| **Deliver high level financial management, control and co-ordination:** | > Establishing appropriate (financial) management and reporting mechanisms for Digital Health SA portfolio, in line with SA Health audit requirements and the DHSA Project Management Framework. <br><br> > Monitoring overall portfolio and related project financial performance (costs and where applicable, revenue), identifying and investigating financial variations and escalating as appropriate. <br><br> > Ensuring recurrent financial impacts from DHSA capital program / project activities are appropriately recognised and accounted for within Digital Health SA and communicated to the impacted business unit(s). <br><br> > Ensuring accuracy of financial forecasting and reporting by working with the Program Management Office, program / project managers, technical managers and business managers, particularly within the Digital Health SA directorate to identify actual, committed and uncommitted expenditure. <br><br> > Obtaining/Reviewing requests for expenditure authority to Digital Health SA activities by validating availability of funds within the DHSA capital budget and relevant budget cycle. <br><br> > Supporting the development of program / project financial models aligned with depreciation and amortisation practices applied by the SA Health Corporate Finance function. <br><br> > Ensuring the application and compliance with SA Health and Treasury financial policies and procedures across the portfolio. <br><br> > Implementing and maintaining relevant budget related policies and procedures across the Digital Health SA portfolio and developing relevant documentation as required. |
| **Drive continuous service improvement:** | > Establish a continuous improvement program for capital expenditure. This may include documentation of business process for project cost estimation, project budgeting and project cost control. <br><br> > Delivering improved service practices, processes and outcomes which may also be sourced from consultancies, external service providers and partners engaged by Digital Health SA. <br><br> > Optimisation of resources leveraging existing capability. <br><br> > Contributing to the delivery of economies of scale and efficiency savings ensuring sustainability and performance of Digital Health SA. <br><br> > Align services to needs and ensure services and processes are documented. |

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| **Provide sound financial advisory and reporting services:** | > Preparing and ensuring appropriate reporting is established to measure capital and recurrent financial outcomes from Digital Health SA portfolio activities. |
| | > Undertaking detailed analysis of information from management reports and other sources to identify any financial risks and issues relating to Digital Health SA portfolio activities, as well as opportunities for savings. |
| | > Providing program/project accountancy assistance in the development/ refinement of Business Cases. |
| | > Supporting benefits profiling activities undertaken by the PMO. |
| | > Managing required relationships and flow of information between Digital Health SA and internal and/or external audit bodies for requests regarding the Digital Health SA portfolio. |
| | > Completing ministerial and other departmental briefings regarding the DHSA capital budget as required by the Chief Digital Health Officer. |
| | > Representing Digital Health SA as requested at relevant forums and committees relating to capital financial reporting and forecasting. |
| | > Maintaining close professional working relationships with senior management and a range of other internal and external stakeholders regarding DHSA activities. |
| **Contribute to the development of a culture and ethos that is outcome and performance focused through:** | > Contributing to the development of a quality culture within BPOS including the conduct of risk register quality assessment reviews. |
| | > Actively monitoring and regularly reviewing all risks on a constructive, 'no blame' basis. |
| | > Communicating with stakeholders, particularly those directly affected by the risk itself or associated risk responses. |
| | > Contributing to the development and implementation of appropriate business plans and processes for BPOS including service planning, design and resourcing. |
| | > Providing support for the broader financial planning, controlling, reporting and resource management functions. |
| | > Implementation of agreed performance indicators, and of quantitative and qualitative monitoring and reporting on outcomes. |
| | > On an ad hoc basis, support the Assistant Director, BPOS with management of the operating budget if and when required. |

## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

### Educational/Vocational Qualifications
> An appropriate professional qualification in Accounting, Finance, Commerce, Economics or other related discipline.

### Personal Abilities/Aptitudes/Skills
> Excellent written and verbal skills with high level ability to articulate and present complex concepts clearly and concisely, identify, analyse and conceptualise problems to formulate and execute appropriate solutions and present high level written reports.

> Highly effective interpersonal skills, with proven ability to relate effectively to a diverse customer base, negotiate successful outcomes in an innovative and resourceful manner, whilst maintaining a high standard of professional competence and an ethical approach.

> Excellent IT related skills, advanced skills in Microsoft Office and ability to master new software programs quickly.

> Ability to liaise with senior project managers and guide and direct senior staff in all areas of financial management.

## Experience

- > Proven experience in the provision of financial and management accounting services, utilising accrual accounting principles in a large organisation environment and demonstrated continuous improvement of these.
- > Proven experience in financial management and reporting including preparation of financial projections, allocations and financial modelling, design, analysis, coordination and review of financial reports.
- > Proven experience in interpreting and applying complex government policies and procedures and financial management practices and processes (including Treasurer's Instructions, and preparation of audited Annual Financial Statements in a large, complex organisational or program / project environment).
- > Proven experience in the use of computer software packages and interrelated systems relevant to financial management, significant experience in developing procedures, system user guides or similar.

## Knowledge

- > Demonstrated knowledge of methods and requirements to manage and deliver financial analysis services within a large, complex organisation, sound knowledge of financial concepts, management of capital and recurrent budgets, and their relationship to risk and issue management.
- > Demonstrated knowledge and ability to lead, establish, oversee and support activities relating to financial support services within a large, complex organisation.
- > Proven knowledge and ability to prioritise, plan, implement and review organisational processes and implement change, level taking into account business, political, financial and strategic issues.
- > Ability to advise on program / project delivery, including appreciation of project management principles and methodologies in support of financial activities.

## DESIRABLE CHARACTERISTICS

## Educational/Vocational Qualifications

- > CPA Qualification.

## Experience

- > Experience working with financial systems such as Oracle e-Business Suite and BasWare.
- > Working experience within the Government / Health sector.

**Special Conditions:**

> The incumbent will be required to work out of hours and some intra/interstate may be required.

> 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)* maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act, 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:**
Our mission at Digital Health SA is to provide the technology to deliver a safe and equitable health care system that has patient needs at the core of decision making, while maintaining a resilient ICT environment that supports SA Health.

Our vision at Digital Health SA is to provide digitally enabled care, connecting South Australians to world-class healthcare outcomes.

Digital Health SA has 7 key directorates:

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| **Executive** | The Digital Health SA Executive Office provides executive support services for the senior DHSA executives and Governance support for the Tier 1 and 2 committees within the Department. The Executive Office manages the coordination and review of Ministerial, CE and CEO correspondence, briefings and high-level third-party requests for DHSA. |
| **Business Transformation** | Manages, delivers, and governs state-wide outcomes via the portfolio of programs and projects approved by the Digital Health SA Board, including those defined in SA Health's digital strategy. Provides independent governance and risk management to Digital Health SA. |
| **Office of the Chief Medical Information Officer** | Focuses on supporting clinician led design and engagement for Digital Health SA projects. Leads and collaborates on projects that support the development of SA Health's digital health capabilities and operational use of data. Contributes to improved health outcomes for South Australians through the development of an integrated, agile, and clinically relevant digital health information network. |
| **Service Delivery & Business Administration Services Branch** | The Service Delivery & Business Administration Services branch focuses on improving the reliability and performance of DHSA services and ensures these services remain aligned to changing customer needs. Business unit accountabilities include service level management, incident and problem management, enterprise systems monitoring, cyber and information security services, continuous improvement, demand management, workforce planning, human resources, procurement, finance and budgets, training and development and facilities management. |
| **Strategy, Architecture & Business Partnership** | Partners with SA Health stakeholders to develop the digital strategy and prioritise investments to accelerate benefits realisation across the health network. Development and adoption of architectural frameworks to ensure the new and existing investments deliver the greatest return on investment aligned to the SA Health strategy and objectives. Data integrity to ensure foundational systems and data analytic platforms have quality data to improve quality and safety of health care through a single view of a patient. |
| **Technology & Infrastructure** | Responsible for end-to-end IT service delivery across the Digital Health SA portfolio for SA Health. This includes all centralised support and management for the following ICT operations delivery capabilities: applications, data centres, central computing platforms and telecommunications LAN/WAN network, telecommunications mobility, change management, customer contact and end user computing. Digital Health SA does not support ICT services managed by the Local Health Networks. |
| **Electronic Medical Record (Sunrise EMR & PAS)** | SA Health has committed to implementing clinical and PAS solutions that are fit for purpose, integrated and enable clinicians to provide safer patient care, including the Electronic Medical Record (EMR) as the foundation of Australia's first fully integrated statewide clinical information platform. A range of other clinical systems exist to complement the EMR to ensure comprehensive patient care can be provided and documented. <br><br> The Clinical Information Systems (CIS) branch in Digital Health SA will work to deliver the strategic objectives of the Office of Chief Medical Information Officer (OCMIO) and Digital Health SA through the implementation of CIS solutions, as well as support and optimisation of existing solutions being used across all South Australia's public healthcare facilities. Working together with metropolitan and regional Local Health Networks (LHNs) and Department for Health and Wellbeing (DHW) the CIS branch in DHSA will deliver and optimise clinical and patient administration (PAS) systems for the benefit of SA Health units. <br><br> Clinical and PAS leadership and engagement is paramount to continue to drive business change across the health system with particular focus on developing new business models of patient care. As a result, clinical and administration engagement for the implementation of any new clinical or PAS systems will be critical to ensure effective and efficient delivery of fit-for-purpose solutions. <br><br> With a statewide EMR embedded across metropolitan hospitals and implementation occurring in regional hospitals, SA Health is well positioned to drive innovation and optimisation to improve patient care and patient outcomes through improved data analytics and interoperability. <br><br> New and emerging clinical information technologies, including AI and machine learning, will play a pivotal role in supporting the South Australian health agenda by providing the means of transforming SA healthcare: a single information system for partnerships in care at all times in all places. |

## 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**

| Version | Date from | Date to | Amendment |
|---|---|---|---|
| V1 | 10/02/2017 | 09/04/2017 | Original version. |
| V2 | 10/04/2017 | 04/07/2017 | Safety & Quality statement in General Requirements. |
| V3 | 04/07/2017 | 10/07/2018 | Minor formatting with order of information amended. |
| V4 | 11/07/2018 | 26/03/2019 | Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements. |
| V5 | 27/03/2019 | 04/06/2019 | Added categories for immunisation requirements on front page. |
| V6 | 05/06/2019 | 25/06/2019 | Updated changes to the Criminal Relevant History and Screening. |
| V7 | 26/09/2019 | 09/06/2020 | Updated legal entities to include new regional LHN's. |
| V8 | 10/06/2020 | 03/05/2021 | Update Risk Management Statement |
| V9 | 04/05/2021 | | Inclusion of integrity statement under Code of Ethics on Page 6 |
| V10 | 08/12/2023 | | |