



## ROLE DESCRIPTION

<b>Role Title:</b>	Senior Project Accountant, New Women's and Children's (nWCH) Hospital Project
<b>Classification Code:</b>	ASO6
<b>LHN/ HN/ SAAS/ DHW:</b>	DHW
<b>Hospital/ Service/ Cluster:</b>	
<b>Division:</b>	Corporate & System Support Services
<b>Department/Section / Unit/ Ward:</b>	Infrastructure
<b>Role reports to:</b>	Director, Commercial & Analytics, nWCH Project
<b>Role Created/ Reviewed Date:</b>	March 2021
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</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 (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Senior Project Accountant, New Women's and Children's Hospital (nWCH) Project (the Project) is responsible for coordinating and monitoring the delivery of complex project accounting functions, services and projects to ensure the integrity of the nWCH Project financial transactions. The role provides financial accounting advice on matters relating to Project expenditure, current and future operational costs of the hospital and the capital cost of the Project and coordinates the preparation of accurate and timely financial reports.

The Senior Project Accountant (nWCH) Project leads and guides a team in undertaking financial processing functions for the Project including, but not limited to, oversee project billing and procurement payments, coordinate and maintain project budgets and forecasting and coordinate budget adjustments per Department of Treasury and Finance Budget process/End of Financial Year process. The role develops and maintains relationships with key stakeholders both internal and external to the Project and contributes to financial matters relating to the interface between the Project and Celsus (the consortium that manages and maintains the Royal Adelaide Hospital (RAH) under a Public, Private Partnership (PPP) Agreement).

### Direct Reports:

> Project staff including Project Officers and PSCs.

**Key Relationships/ Interactions:**Internal

- > Work collaboratively with the Director, Commercial and Analytics and the Project Leadership Team.
- > Maintain close working relationships with the nWCH Project Team.
- > Work collaboratively with Senior Management and staff within the Department for Health and Wellbeing and South Australian Health Networks including site management, Clinicians, non-clinical staff and other stakeholders.
- > Work collaboratively with various Governance committees and their members.
- > Liaise with procurement and Supply Chain Management managers and staff.

External

- > Maintain effective working relationships with external stakeholders, vendors, suppliers, contractors and Partners.
- > Liaise with other State and Commonwealth Government Agencies.

**Challenges associated with Role:**

Major challenges associated with the role include:

- > Managing the interface between the Project and Celsus (the consortium that manages and maintains the Royal Adelaide Hospital (RAH) under a Public, Private Partnership (PPP) Agreement).
- > Dealing with high volumes of work, with tight deadlines, limited resources and the need to manage competing priorities in a highly complex and constrained Project.
- > Building and managing relationships and prioritising workloads in a matrix structure in a complex change environment.
- > Leading and managing the ongoing compliance and performance of complex systems, strategies, processes and functions.

**Delegations:**

- > Nil.

**Key Result Area and Responsibilities**

Key Result Areas	Major Responsibilities
Project Accounting	<ul style="list-style-type: none"> <li>&gt; Coordinate and monitor the delivery of complex project accounting functions, services and projects to ensure consistency with SA Health and government accounting standards.</li> <li>&gt; Provide professional financial advice and consultancy to ensure the integrity of the nWCH Project financial transactions.</li> <li>&gt; Provide complex financial documentation, project briefs and reports as required.</li> <li>&gt; Review systems, work flows, efficiencies and reporting mechanisms and provide advice and expert contribution to development and implementation of policy.</li> <li>&gt; Coordinate budget adjustments per Department of Treasury and</li> </ul>

	Finance Budget process/End of Financial Year.
Project Financial Management	<ul style="list-style-type: none"> <li>&gt; Identify, develop and implement and evaluate continuous improvement strategies for the Project.</li> <li>&gt; Develop, implement and evaluate a business partnering approach to ensure information is shared for the benefit of the Project.</li> <li>&gt; Provide high level consultancy and support to the appropriate application of financial accounting processes and procedures and the analysis and resolution of reporting issues.</li> <li>&gt; Provide a range of timely and accurate financial and management reports including:               <ul style="list-style-type: none"> <li>o Preparing and reviewing monthly Project management reports including cashflows, FTE analysis etc.</li> <li>o Preparing a broad range of other documents, reports or submissions as required.</li> <li>o Providing specific financial information for the preparation of timely Project reports.</li> </ul> </li> </ul>
Team Leadership	<ul style="list-style-type: none"> <li>&gt; Lead and guide a high performing team in the delivery of complex project accounting related functions and services including project billing and procurement payments, the maintenance of project budgets and forecasting and the delivery of End of Financial Year process.</li> <li>&gt; Develop, manage and review resource plans including efficiently managing team financial and physical resources and ensuring activities are completed in accordance with agreed schedules and work practices.</li> <li>&gt; Develop, source and deliver team training and development to build team capability and capacity and facilitate cross-skilling and succession planning.</li> </ul>
Stakeholder Engagement and Advice	<ul style="list-style-type: none"> <li>&gt; Develop and maintain effective working relationships with key project stakeholders, WCHN, RAH, Digital Health SA management and staff, business user groups, government departments and external industry groups to facilitate the effective deployment of the Project.</li> <li>&gt; Develop collaborative working relationships with SA Health external service providers to support information flows and facilitate the availability of reliable and relevant data and information.</li> <li>&gt; Provide financial accounting advice to the Project team in relation to planning, forecasting, complex commercial matters, the business case and Project plans.</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>&gt; Lead, develop and foster a positive work culture based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.</li> <li>&gt; Clearly communicate the nature, timing and other expectations in relation to the established work priorities for the Project Team.</li> <li>&gt; Act as a role model for the organisational values of honesty, respect and integrity.</li> <li>&gt; Participate in training and professional development activities as required to attain and maintain the required competency level of skills and knowledge applicable to the role. Promote and support a team approach to work and problem solving.</li> <li>&gt; Promote knowledge and information sharing amongst the Project Team.</li> <li>&gt; Generate ideas for the improvement and review of work practices including applying original thinking in examining procedures and advising on and implementing improved work practices.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Degree, diploma or Associate Diploma qualification in Accounting or Economics.

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

- > Demonstrated ability to work independently, as well as collaboratively in a team, under broad direction, exercise judgement and delegated authority in the application of procedures and operating instructions, and ensure that the required standards of service and quality are met within tight timelines.
- > Demonstrated ability to apply a high degree of attention to detail, identify performance outcomes and review operations to determine their effectiveness and analyse complex financial issues and formulate strategies to meet specified objectives in a timely manner...
- > Highly developed interpersonal and written and verbal communication skills to influence and which foster co-operation with relevant groups and individuals, resolve conflict, and prepare written reports with recommendations.
- > An ability to manage to the spirit and principles of the premier's safety Commitment and the legislative requirements of the Occupational Health Safety and welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards.

#### **Experience:**

- > Significant experience in a financial accounting environment coordinating and monitoring the delivery of complex project accounting functions and projects including interpreting and applying standards, policies and guidelines.
- > Significant experience in identifying needs and providing financial advice and support to a range of clients and stakeholders resulting in improved business operations.
- > Demonstrated experience in leading, mentoring and supporting a multi-disciplinary team in delivering a business partnering approach to the planning and delivery of complex project accounting functions, services and projects.

#### **Knowledge:**

- > Significant knowledge of accounting concepts, standards and other financial structures and practices, particularly as applied in the SA Government environment, and knowledge of relevant government policy and agency procedures.
- > Knowledge of project management, governance, assurance, evaluation and change management principles and methodologies.

### **DESIRABLE CHARACTERISTICS**

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

- > A tertiary qualification (or substantial progress toward an award) in finance or a relevant field.
- > Membership of a recognised accounting body, for example CPA, ICA.

#### **Knowledge:**

- > Knowledge of the systems, structures, relationships and culture of the Department for Health and Ageing.

**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 the 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:

Infrastructure is part of the Corporate and System Support Services Division within the Department for Health and Wellbeing. Infrastructure contributes to the delivery of a safe, efficient, effective and environmentally sustainable public health system by planning for, delivering and sustaining infrastructure to meet the needs of clients in SA Health and the Department for Health and Wellbeing.

Infrastructure includes Capital Projects; Capital Planning and Evaluation; Program Office, Properties and Security and SA BME Corporate.

## 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.

*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:** Brendan Hewitt

**Role Title:** Executive Director, Infrastructure

**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	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	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		Updated legal entities to include new regional LHN's.
New	28/4/2020		Updated to new template and new branch structure