

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Business Manager – Surgical and Perioperative Services
Position Number:	512453
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals North/North West – Launceston General Hospital
Position Type:	Permanent, Full Time
Location:	North
Reports to:	Nursing Director - Surgery
Effective Date:	May 2022
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Relevant tertiary qualifications

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 the Clinical and Nursing Directors with support and assistance in the business management of the Launceston General Hospital - Department of Surgical and Perioperative Services (which includes the Department of Anaesthesia), this includes strategic planning, business planning, management of procurement processes, contract management and management of both financial and non– financial operations of the Department.

Act as the key link for the overall business management of the Department of Surgical and Perioperative Services. This includes financial management (both operational and capital projects), statistical information, budgetary issues, performance monitoring, specific or major research, investigations or reviews as required.

As a member of the Department of Surgical and Perioperative Services, develop standards, performance indicators and financial targets for the Department, including representing the Department on committees as required.

Duties:

1. Undertake the day-to-day management of the budget for the Department of Surgery including ensuring that all operations and capital projects are cost effective and delivered within established budgetary guidelines.
2. Assist with the development of business plans which identify strategies for achieving cost effective and efficient services.
3. Manage the budget allocation for the operation of the Department of Surgical and Perioperative Services.
4. Manage procurement process for the Department of Surgical and Perioperative Services including overseeing the development of specifications and managing relationships between external stakeholders and suppliers.
5. Provide support, advice, and assistance to the Surgical Directors in relation to business strategies, resource allocation and budget performance.
6. Represent the Department of Surgical and Perioperative Services as required on the any committees as requested by the Directors.
7. Ensure the compilation of statistical information and reports for review of the Department of Surgical and Perioperative Services activities and management.
8. As part of the Clinical Service Executive, develop service standards, quality assurance programs, performance indicators and financial targets.
9. Assist in the development of policies and procedures, ensuring compliance with the broader Agency objectives and outcomes.
10. Provide business advice to the Clinical and Nursing Directors and other relevant parties on business strategy, resource management and budget performance.
11. 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 jobs at this classification level.

Key Accountabilities and Responsibilities:

Whilst working to the Directors of the Department of Surgical and Perioperative Services the role also has a finance reporting line to the Manager – Business Support. The occupant of this role will:

- Assume responsibility for the management of specific projects and tasks and is expected to provide advice to other staff in relation to these matters.
- Perform duties with considerable independence and autonomy in determining priorities, approaches and delivering outcomes. Activities are complex and significant in context of delivery of outcomes for Department of Surgical and Perioperative Services.
- Utilise expertise and initiative in leading activities, including analyses, risk identification and management, reporting and preparing options and recommendations and developing and implementing solutions for improving service delivery outcomes.
- Provide support, guidance, and instruction to others within Department of Surgical and Perioperative Services in undertaking specific tasks and projects.

- 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.
- 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, safeguarding practices for vulnerable people, and related training.

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. Demonstrated knowledge, experience, and skills in all aspects of financial and budget management, including consultative support for the effective use of financial systems and relevant technology.
2. Strategic, conceptual, analytical, and creative skills including an ability to understand the political, social and organisational environment, to identify relevant issues and make sound judgements about Agency strategies and directions.
3. Proven knowledge, skills, and experience in the management of procurement procedures in the healthcare setting
4. Well-developed skills and experience in project management and policy development including a proven capacity to undertake major financial research, investigations, and reviews, as well as experience in planning, evaluation, and implementation.
5. Effective communication, negotiation and conflict resolution skills, proven ability to work constructively as part of a management team, and the ability to represent the Service, explain its goals, policies, products, and services and to identify mutually acceptable solutions in situations of differing interests.

6. High levels of initiative, adaptability and flexibility including an ability to deal with pressure, ambiguity, and change, to modify approaches and to adapt to new situations.
7. Ability to work with limited supervision and take actions to achieve outcomes for the Agency.
8. Experience in an acute care environment with particular emphasis in a financial management role.

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](#).