

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Business Manager - Women's and Children's Services
<b>Position Number:</b>	507578
<b>Classification:</b>	General Stream Band 6
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North – Launceston General Hospital - Women's and Children's Services
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	North
<b>Reports to:</b>	Nursing & Midwifery Director - Women's and Children's Services
<b>Effective Date:</b>	October 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	Current Working with Children Registration

*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

**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 and Midwifery Directors with support and assistance in the business management of the Hospitals North Women's and Children's Services (WACS), 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 WACS. This includes financial management (both operational and capital projects), statistical information, budgetary issues, performance monitoring, specific or major research, investigations or reviews as required.

Provide business advice to the Clinical and Nursing and Midwifery Directors and other relevant parties on business strategy, resource management and budget performance.

## Duties:

1. Support the management of the Launceston General Hospital (LGH) through the Department of WACS by the provision of, financial and statistical information, together with responsibility for medical recruitment.
2. Compile and analyse statistical information and financial reports in respect to proactive management of Department of WACS.
3. Attend Department of WACS meetings, briefing senior staff of relevant recruitment, financial and resource issues.
4. Responsible for medical recruitment processes including Immigration sponsorship for overseas trained doctors, provision of relevant information and support documents to the Australian Health Professional Regulation Authority for registration and to the Credentiaing Committee of the Launceston General Hospital for all new medical personnel to facilitate their practice.
5. Liaise with tertiary training hospitals in the recruitment, relocation, orientation and induction of registrars for their accredited rural rotation to the WACS of the LGH.
6. Liaise with Business Support Units to ensure adequate and appropriate information and human resource support is provided to Department of WACS clinical departments.
7. Liaise with other Programs to ensure service provision can be undertaken efficiently and in a coherent, integrated manner.
8. Responsible for the efficient use of resources in the Physical Resources area of the Department of WACS.
9. Develop standards, performance indicators and financial targets for the department.
10. Represent the department on committees as required.
11. Responsible for communication and liaison with outside funding organisations and hospital auxiliaries.
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, safeguarding practices for vulnerable people, 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:

The Business Manager – WACS while working to the Directors of Women's and Children's Services has a finance reporting line to the Finance and Business Support Manager. The occupant of this role is responsible for:

- Providing independent specialist information and advice to facilitate the efficient and effective management of the Department of WACS in the LGH.
- Initiating recruitment of medical personnel within Women's & Children's Services including responsibility for matters involving immigration, medical registration, orientation and induction.
- Maintaining relationships with tertiary level hospitals to facilitate the rural rotation of registrars through the Launceston General Hospital and providing support to these registrars.
- Championing a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising 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.
- Complying 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. A high level of skills and experience in financial, budget and material resource management including the ability to work with computer support systems.
2. Well developed skills and experience in the supervision of staff.
3. A knowledge and understanding of the provision and delivery of Health Services applicable to the LGH including activity based funding management approaches.
4. High level communication skills, both written and verbal including the capacity to prepare reports and submissions and liaise and negotiate with a wide range of managers and staff.

5. Well developed planning, analytical and problem solving skills together with experience in project management.
6. Capacity to work as an independent financial specialist and as part of a multi- disciplinary team.
7. A relevant tertiary qualification, or willingness to work towards same, or previous experience as a business manager.

## 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](#).