

# Position Description

<b>Role Title:</b>	<i>General Manager Business Services</i>
<b>Classification:</b>	<i>GSERP</i>
<b>Industrial Agreement:</b>	<i>Depending on Classification</i>
<b>Work Unit/Location:</b>	<i>Business Services</i>
<b>Reports to:</b>	<i>Chief Operating Officer</i>

## A. About the Service:

Central Gippsland Health (CGH) is a subregional health service and the major provider of health and aged care services in the Wellington Shire.

CGH provides acute care as part of an integrated service delivery model across Wellington Shire and beyond. The service provides beds across three campuses (Sale, Maffra and Heyfield).

CGH is an integrated health service providing a wide range of primary health and community support services; including Home and Community Care (HACC) throughout the Shire of Wellington with community centres at Maffra, Sale, Heyfield, Rosedale and Loch Sport, and residential services at Sale, Maffra and Heyfield.

The Business Services Division provides financial support to the Central Gippsland Health, Heyfield Hospital and Stretton Park Hostel.

## B. Purpose of the Position:

Provide leadership and management to the business services division. The GM Business Services is also responsible for timely, accurate reporting of finance data to all stake holders including CGH board of management, internal management, community, department of health and other agencies.

## C. Key Objectives, Duties and Responsibilities:

The General Manager Business Services reports to the COO and operates at the level of Senior Manager. The key responsibilities of the GM Business Services include:

- Perform the role of Chief Financial Officer
- Manage a comprehensive, effective and compliant accounting function for CGH with the following components:
  - Financial reporting;
  - Accounting policies procedures and transaction management;
  - Financial report preparation;
  - Financial statement analysis;
  - Strategy and Governance;
  - Management accounting;
  - Audit and assurance;
  - Financial analysis and planning
  - Capital budgeting
  - Valuation
  - Financial risk management
  - Taxation
- Lead the procurement function of the organisation including compliance and delegation
- Maintain a productive working relationship with the external agencies in relation to business acumen and strategic decision making.
- Lead a culture of excellence, ethical conduct, and inter-disciplinary collaboration

#### D. Generic Responsibilities:

- Work collaboratively with all members of the business services team and the CGH Senior Management Team.
- Manage time and prioritise issues given that work demands can flow from a number of sources and will include deadlines
- Maintain awareness of current and changing external policy and developments, particularly in relation to the financial environment.
- Demonstrate a high standard of ethical behaviour and professional practice at all times.
- Actively participate in quality activities and accreditation processes in accordance with standard practice.
- Manage OH&S consistent with overall OH&S programs, policies and procedures within CGH and also: look after your own health; look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.
- Contribute extensively to the development of an annual capability development plan designed to support you to:
  - o achieve your personal goals and objectives;
  - o live ethically within your personal value system; and
  - o Enthusiastically support CGH to achieve our strategic and service delivery goals and objectives.
- Support patient, client and community participation in decisions in all aspects of the service.
- Work within CGH policies, procedures and code of conduct.
- Remain 100 % compliant with mandatory and specific competencies and education as it relates to your specific role and responsibility every 12-24 months as per CGH Mandatory Competencies procedure.

#### E. Leadership Capabilities

Capability Heading		Level of Capability
<b>1. Leads Self</b>	<ul style="list-style-type: none"> <li>- Is self-aware</li> <li>- Seeks out and takes opportunity for personal developments</li> <li>- Has strength of character</li> <li>- Links own performance to the performance of CGH</li> </ul>	Advanced
<b>2. Engages Others</b>	<ul style="list-style-type: none"> <li>- Values diversity and models cultural awareness</li> <li>- Employs a collaborative approach to innovation and change</li> <li>- Strengthens consumers, colleagues and others</li> </ul>	Advanced
<b>3. Achieves Outcomes</b>	<ul style="list-style-type: none"> <li>- Influences and communicates the direction</li> <li>- Is focussed and outcome orientated</li> <li>- Evaluates progress and is accountable for results</li> </ul>	Advanced
<b>4. Enables and Supports Innovation</b>	<ul style="list-style-type: none"> <li>- Champions the need for innovation and improvement</li> <li>- Builds support for change</li> <li>- Positively contributes to spreading innovative practice.</li> </ul>	Advanced
<b>5. Shapes Systems</b>	<ul style="list-style-type: none"> <li>- Understands and applies systems thinking</li> <li>- Understands and works through resistance and other impediments to change</li> <li>- Demonstrates political awareness and builds support for change</li> </ul>	Capable

## F. Management Capabilities

Capability Heading	Level of Capability
1. Financial Management	Highly Advanced
2. People Management	Capable
3. Team Development	Advanced
4. Information and Knowledge Management	Advanced
5. Project Management	Capable
6. Resource Management and Commercial Acumen	Capable
7. Person Centred Care and Customer Service	Advanced
8. Continuous Improvement and Innovation Methodologies	Advanced
9. OH&S and Workplace Safety	Capable

## G. Job Requirement Criteria

**Mandatory:** 1. Written response outlining capabilities against each CGH Leadership and Management Capability Heading (as identified at E and F).

2. Recognised accounting qualification, Certified Practising Accountant (CPA) or Chartered Accountant

**Desirable:** - Relevant public sector experience in a senior accounting role

**Other:** A Police Record Check regarding any criminal record will be required prior to finalisation of the appointment and updated every three (3) years.

This Position Description will be reviewed on an annual basis in keeping with changing requirements.

<b>Reviewed By:</b>	
<b>Last Review Date:</b>	
<b>Date to be Reviewed:</b>	

I have read and understand the contents of the position description:

Employee's Signature:

Date: / /