

Director Business Services

Seymour Health.



Seymour Health

Our Vision

To be known for quality, integrated community health services that meet the changing community needs

Our Mission

Understanding our community – supporting a healthy community by engaging and informing the community in decisions and information about their health

Responsive services – providing local access to quality health services that improve health outcomes

Building Partnerships – developing respectful partnerships that enhance the work of the organisation

Investing in our workplace – supporting staff to provide consistent best quality care for our community

Being sustainable – ensuring that our organisational resources are well managed to provide services into the future

Our Values

Respect
Support
Honesty, Integrity and Trust
Accountability and Responsibility
Open and Transparent Communication



Seymour Health

Seymour Health is a small rural health service, with the primary site located in Seymour. The Seymour Health catchment covers the Shires of Mitchell, Murrindindi and Strathbogie and has a population of approximately 14,000 residents.

Seymour Health has an annual budget of approx. \$26 million with 300 staff providing a wide range of services including:

- 30 bed acute ward
- Surgical services and day procedure including specialist orthopaedics, ENT, gynaecology, urology, gastrointestinal and general surgery
- Urgent Care Centre with more than 7000 presentations annually
- Renal dialysis, Cancer services,
- Palliative care; a sub-regional service
- Dental services; a sub-regional service
- 40 bed high care aged residential care facility – 10 of which are dementia specific
- Community services, including District Nursing, Planned Activity Group
- Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician and Diabetes Education.
- Support services including administration, food, hotel and maintenance services.
- Private pathology and medical imaging services are available on site.



Seymour Health

Key Finance & Service Reporting figure – taken from Annual Report 2020-21

	2021	2020	2019	2018	2017
	\$'000	\$'000	\$'000	\$'000	\$'000
Operating Result*	161	75	200	581	658
Total revenue	23,767	23,198	23,074	20,517	19,263
Total expenses	24,620	23,026	21,962	21,065	19,859
Net result from transactions	(853)	172	1,112	(548)	(596)
Total other economic flows	337	(75)	(330)	(29)	54
Net result	(516)	97	782	(577)	(542)
Total assets	37,524	35,990	35,661	32,076	31,092
Total liabilities	11,187	9,386	6,740	5,214	5,604
Net assets/ Total equity	26,337	26,604	28,921	26,862	25,488

* The Operating result is the result for which the health service is monitored in its Statement of Priorities

	2021	2020	2019	2018	2017
	\$'000	\$'000	\$'000	\$'000	\$'000
Net Operating result *	161	75	200	581	658
Capital purpose income	803	1,860	2,673	779	325
<u>Specific income</u>					
COVID-19 State supply arrangements Assets received free of charge or for nil consideration under the State supply	265	22	-	-	-
State supply items consumed up to 30 June 2021	(242)	(15)			
Expenditure for capital purpose	(47)	(59)	(52)	(281)	(4)
Depreciation and amortisation	(1,793)	(1,711)	(1,709)	(1,627)	(1,575)
Impairment of non-financial assets	-	-	-	-	-
Financial costs (other)					
Net result from transactions	(853)	172	1,112	(548)	(596)

* The Net operating result is the result with the health service is monitored against in its Statement of Priorities

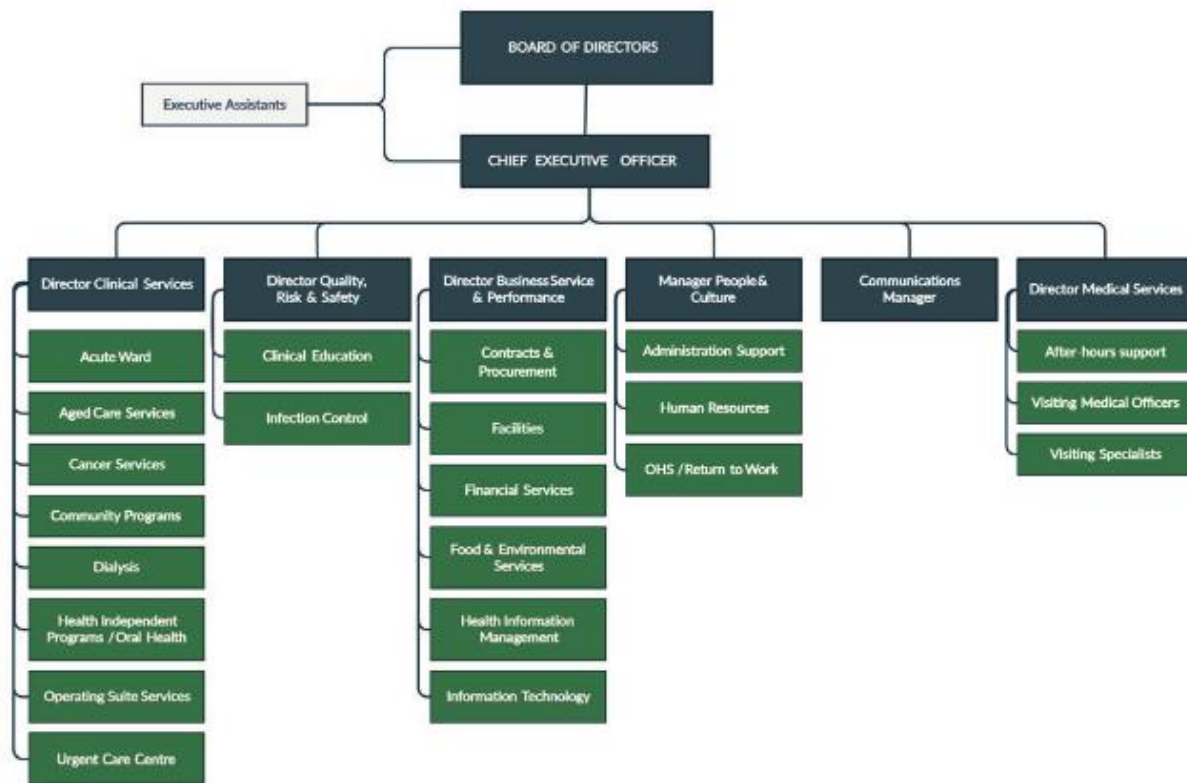
Workforce data

Labour Category	JUNE		AVERAGE MONTHLY	
	2020	2021	2020	2021
Nursing	79.54	85.28	75.39	80.78
Administration and clerical	25.91	28.12	26.82	25.92
Medical support	4.99	5.37	4.85	5.94
Hotel and allied services	22.66	26.66	25.95	26.10
Medical Services	0.26	0.26	0.26	0.25
Ancillary staff (allied health)	12.41	13.17	12.87	13.02
Total	145.77	158.86	146.14	152.01

The FTE figures in this table exclude overtime and do not include contracted staff who are not regarded as employees for this purpose (i.e. agency nurses, Nurse Practitioners, Visiting Medical Officers).



Organisational Structure



For more information regarding Seymour Health please visit the website at:

<http://www.seymourhealth.org.au/index.php?page=about-us>



Director of Business Services

Purpose of the role

The Director of Business Services provides strategic and operational leadership in business performance that supports high quality, safe and sustainable care for our patients, residents and the community.

The Director Business Services is part of the Seymour Health executive team and reports directly to the CEO.

Key Responsibilities

The Business Services position has the key responsibility to oversee and integrate business, financial and service activity reporting. The position provides business analysis that supports senior management in effectively leading, monitoring and evaluating organisational performance. The position is required to provide financial and performance reporting to the Board and its sub-committees.

The role of the Director of Business Services is to:

Provide strategic financial oversight/management and business performance, developing and sustaining positive relationships with Department of Health (DH), Department Fairness, Families and Housing (DFFH), Commonwealth Department of Health (DoH), other relevant Commonwealth departments, external suppliers, contractors, and other relevant organisations, this includes:

- The development and implementation of Seymour Health's annual operating (Opex) budget and Capital expenditure (Capex) budget.
- The provision of financial analysis and performance reporting to assist senior management to make effective decisions and achieve organisation objectives.
- To meet all financial and performance reporting requirements for internal and external stakeholders, including annual financial report, acquittal of funding, Board and Finance Risk and Audit Committee.
- Support the development and implementation of business plans to maximise use of available resources in meeting operational and strategic objectives.
- Ensure and provide high level financial and corporate compliance and reporting that is aligned to a continuous improvement organisation.
- Lead and implement internal and external audit program and complete all approved audit recommendations in a timely manner.
- Perform the role of Chief Procurement Officer with overall responsible for all procurement activity, value for money and compliance.
- Oversight and development of information management systems compliance and reporting



Director of Business Services

- Oversight and maintain the strategic development and support of the organisation's infrastructure and asset management program.
- Provide leadership and support, maintaining a culture of high performance and accountability in particular to the financial and corporate services teams.
- Represent Seymour Health in developing and sustaining positive relationships with Department of Health, DHS, Commonwealth Departments, external suppliers, contractors, and other relevant organisations.
- Ongoing compliance with Quality System requirements.
- Perform other duties reasonably required as directed.

The Key Selection Criteria

Essential:

1. Demonstrated experience in providing strategic financial oversight/management to improve business accountability and performance
2. Demonstrated experience in financial oversight and management including the preparation of annual financial and compliance reports,
3. Demonstrated ability to successfully manage competing priorities, maintain attention to detail and meet deadlines and develop and provide reports to the Board, its Committees and internal stakeholders
4. 5+ years senior management experience
5. Ability to develop and sustain positive relationships with DH, DFFH, DoH, other relevant Commonwealth departments, external suppliers, contractors, and other relevant organisations
6. Ability to understand and utilise data systems and information to monitor and report on business performance
7. High level communication skills, both verbal and written, and an ability to lead staff within a values base culture.
8. CPA/CA or relevant post graduate qualifications
9. Advanced skills in PC applications and programs, especially MS Excel
10. Understanding of legislative requirements within public health and aged care sector
11. Knowledge of current statutory requirements relevant to corporate operations, including but not limited to; relevant financial, employment, health and safety, emergency management and food handling legislation
12. Demonstrated ability to work collaboratively as a member of a leadership team
13. Satisfactory Current Police Check



Remuneration

Position – Permanent / Full Time

An attractive salary will be negotiated with the successful candidates that is subject to experience and in line with the " VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2016-2020"

The package is inclusive of:

- Base Salary
- Superannuation 10%
- Motor vehicle
- Annual leave loading (17.5%)
- 4 weeks annual leave

Other benefits:

- Salary packaging available, plus rural and remote housing benefit
- Laptop and mobile phone
- Option for either 38- or 40-hour week with ADO

How to Apply

Applications should include a:

- Covering Letter that includes a response to the Key Selection Criteria
- Current CV
- Completed Application Form (available on the HRS web site).

Applications can be lodged online via the HRS web site or by email at hrsa@hrsa.com.au

Applications Close: 6 February, 2022

Further Information

Jo Lowday
Director
Health Recruitment Specialists
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