

# POSITION DESCRIPTION



<b>Position</b>	Executive Director Finance & Corporate Services
<b>Division</b>	Executive
<b>Classification</b>	Dependant upon skills and qualifications
<b>Enterprise Agreement</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2021 - 2025
<b>Reports To</b>	Chief Executive Officer
<b>Direct Reports</b>	Finance Manager, Health Information Manager
<b>Infection Control Risk Category:</b>	C

<b>Approved</b>	Chief Executive Officer	<b>Approval Date</b>	March 2025
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<b>PRIMARY OBJECTIVE (or purpose):</b>
To oversee the financial resources and corporate function of Portland District Health and ensure appropriate financial management controls and practices are consistent with, and reflect, Department Health financial management policies and procedures.

<b>PORTLAND DISTRICT HEALTH VALUES</b>
Portland District Health is a value-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

<b>PORTLAND DISTRICT HEALTH VALUES</b>		
Togetherness	Optimism	Courage

<b>HOW WE WORK TOGETHER (When PDH Leads)</b>			
Compassion	Accountability	Respect	Excellence

<b>PDH CARE GOALS (Putting Consumers First)</b>	
<b>Person-centred</b>	People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.
<b>Safe</b>	Avoidable harm is eliminated.
<b>Effective</b>	The right care is delivered in the right way, at the right time with the right outcomes.
<b>Connected</b>	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.

<b>KEY RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Provide high level technical advice and analysis to the CEO on a range of finance-related issues and initiatives in order to enable informed decision-making by the Executive Team</li> <li>• Provide Board members, Executive, stakeholders and staff members with professional services and tailored advice relevant to strategic financial planning, budgeting, monthly and annual reporting, policy development and management of financial resources</li> <li>• Support other Executive Directors in the preparation of strategies required to ensure the financial performance of individual divisions, departments or units</li> <li>• Develop and maintain effective financial management systems which incorporate accounting and management functions in accordance with Department of Health policies and procedures</li> <li>• Ensure the finances of PDH are managed in accordance with current legislation and industry standards and ensure core financial systems are functional and meet processing, integrity and reporting requirements</li> </ul>

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- Develop and maintain constructive relationships with external agencies, including but not limited to, the Department of Health, recognised formal regional and sub-regional forums, and with VAGO
- Monitor and evaluate the financial and commercial aspects of all capital projects and business initiatives and make recommendations to the Chief Executive, the Board and PDH management based on sound commercial analysis
- Lead and manage financial service provision to ensure that all functions are carried out to meet the Board’s strategic and quality plan
- Actively pursue innovative opportunities to improve the financial position of the health service, maximise the service’s resources, and deliver the finance function in the most efficient way possible
- Lead, mentor and develop a cohesive, motivated and proactive team of professionals
- Ensure that processes and communication are consistent and transparent
- Prepare and confidently deliver concise and insightful presentations to Executive Team, Finance Audit and Risk Committee, Board of Directors and Department of Health
- Ensure that complex financial information is presented in a way that targets specific audiences and can be readily understood
- Lead development and negotiation of budgets with Executive, Board of Directors and Department of Health
- Proactively manage financial performance to ensure that in collaboration with Executive Team and the Board, the adopted budget is met
- Ensure that significant variances to budgets is reported to the CEO, recommend strategies to manage variances, and implement approved strategies to rectify issues that emerge
- Optimise revenue of services

To directly co-ordinate the efficient and effective provision of non-clinical services to ensure service provision is of the highest standard pertaining to the following areas:

- Hotel Services (catering and environmental)
- Engineering, preventative maintenance, essential services
- Supply and procurement management to include fleet management
- Contract management and Insurance/VMIA liaison
- Project control activities
- ICT to include SWARH liaison
- Human Resources.
- Health Information
- Emergency Management and Occupational Health & Safety
- Risk Management in collaboration with CEO

## KEY ACCOUNTABILITIES

Key results Area	Key Activities	Performance Measures
Leadership and team work	<ul style="list-style-type: none"> <li>• Undertake efficient leadership of the PDH Finance service by ensuring the team is equipped to deliver strategic goals of the organisation</li> <li>• Contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the Finance team and ensure that projects are linked to the goals of the organisation’s strategic plans</li> <li>• Demonstrate a professional responsibility for work performed by staff placed under your responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Complete annual performance appraisal</li> <li>• 100% direct reports complete annual performance appraisal</li> <li>• Staff satisfaction</li> <li>• 100% Compliance with mandatory competencies</li> </ul>

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	<ul style="list-style-type: none"> <li>• Develop and maintain positive working relationships with members of PDH staff</li> <li>• Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team</li> <li>• Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff</li> </ul>	
Professional Development and Scope of Practice	<ul style="list-style-type: none"> <li>• Demonstrate continual professional development and learning</li> <li>• Shares knowledge willingly</li> <li>• Complete mandatory training and education</li> </ul>	<ul style="list-style-type: none"> <li>• 100% Compliance with mandatory competencies</li> <li>• CPA registration maintained</li> </ul>
Quality and Safety	<ul style="list-style-type: none"> <li>• Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality</li> <li>• Maintain a safe and high quality environment at all times in accordance with PDH policies</li> <li>• Reports all incidents through Riskman</li> <li>• Ensuring staff follow PDH Infection Control policies, procedures and guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Quality activities are logged and progress monitored and reported</li> <li>• Demonstrated use of the incident management system</li> </ul>
Information Management	<ul style="list-style-type: none"> <li>• Monitors own day to day performance against operational targets and strategic goals</li> <li>• Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained.</li> <li>• Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department.</li> <li>• Ensure consumer information is accurate and only released in line with the Health Records Act requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures all information management meets the legislative requirements and organisational standards</li> </ul>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Ensure that all appropriate actions are taken to implement OH&amp;S policy and procedures and that legislative requirements are met within the unit</li> <li>• Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman</li> <li>• Demonstrate a commitment to health and safety in line with PDH's OHS policies, procedures, training requirements and</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in team meetings where key OH&amp;S issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using Riskman</li> <li>• Maintains compliance with mandatory OHS training requirements for both self and team</li> </ul>

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	<p>legislative/regulatory requirements, driving a high standard for others to follow</p> <ul style="list-style-type: none"> <li>• Investigate OHS incidents and hazards involving direct reports and implements controls to reduce future risk</li> <li>• Support the Injury Management and Return to Work process for any direct reports who sustain a work related injury or illness</li> <li>• Know what to do in an emergency relevant to role</li> </ul>	
<b>OTHER DUTIES</b>		
	<ul style="list-style-type: none"> <li>• Exhibits a commitment to PDH Values including team based above and below behaviours</li> <li>• Undertake special projects or reports as reasonably required on a wide range of issues</li> <li>• Practice in accordance with the relevant health care or industry standards</li> <li>• Comply with all relevant PDH policies and procedures</li> <li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• PDH values modelled at all times</li> <li>• Demonstrated use of incident management system</li> <li>• Adherence to applicable health care or industry standards</li> <li>• Demonstrated completion of mandatory training</li> <li>• Adherence with PDH policy and procedures</li> </ul>



## KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

### QUALIFICATIONS -

#### ESSENTIAL:

- Relevant Degree/qualification in finance with CPA or equivalent qualification
- Health Services experience

### EXPERIENCE and/or SPECIALIST KNOWLEDGE -

#### ESSENTIAL:

- Demonstrated ability to lead and collaborate within a multidisciplinary health care team
- Ability to understand and interpret legislation and standards
- Excellent communication, interpersonal, written, verbal and ICT skills
- Demonstrated ability to organise and plan, adapt to changed priorities, along with the ability to negotiate conflicting demands and deadlines
- Demonstrated ability to be flexible in approach, problem solving and provide succinct feedback
- Understanding and knowledge of Public Health Corporate Systems
- Significant experience in overseeing complex organisational budgets, strategic financial planning and analysis of business systems and operational environments
- Demonstrated high level expertise, knowledge and experience in ensuring organisational compliance with public sector financial and other accountabilities
- Excellent accounting skills with a proven ability to decisively manage complex issues and responsibilities in a way that anticipates and manages risks to the organisation
- Experience in finance in public health industry
- Capacity to work in accordance with compliance requirements, PDH policies and procedures
- Ability to demonstrate PDH values and mission in daily practice

#### DESIRABLE:

- Previous experience in a similar role

#### Other requirements:

- Current employee police check
- Current evidence of immunisation history and serology results
- Current NDIS check

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.*

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## JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks	✓				
Kneeling	Remain in a kneeling position to perform tasks	✓				
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)	✓				
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)	✓				
Reaching	Arms fully extended forward or raised above shoulder to perform tasks	✓				
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands				✓	

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night					✓
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)		✓			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation						✓

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## Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEE'S SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: