

Executive Director – Finance, Infrastructure and Support Services

Central West Hospital and Health Service

Job ID H20_3324

- **Pivotal leadership role**
- **Lead financial stability**
- **Contribute to the provision of health services in a unique environment**

The Central West Hospital and Health Service is a resourceful and dedicated leader in quality, far-reaching healthcare. Our high standard of accessible healthcare spans a vast 396,650 km² region equivalent to 23 percent of Queensland. Reaching from Tambo in the south-east to Boulia in the north-west, our healthcare hubs based in Longreach, Barcaldine, Blackall, and Winton serve communities as widespread as they are diverse.

The organisation is now seeking to appoint an Executive Director Finance, Infrastructure and Support Services (ED FISS) responsible for ongoing organizational performance, strategic advice and leadership in the delivery of finance, infrastructure and support services across the Central West HHS.

Reporting directly to the Chief Executive, the Executive Director will be forward looking and able to provide strategic insight and advice to the Chief Executive and the Board and as a business partner to clinical and corporate services. The Executive Director will also be expected to demonstrate strong and inspirational leadership to embed effective financial governance and a strong culture of fiscal accountability and responsibility within the Central West HHS.

To be successful in this role you will need to possess:

- Exceptional leadership and management skills including the ability to inspire others.
- In-depth understanding and experience in business systems, commercial and contractual arrangements, finance, health system funding and accounting systems and processes.
- Strong financial acumen.
- Highly developed strategic, analytical and financial skills.
- Open and honest communicator with outstanding written and oral skills and an ability to influence others.

ADDRESS

Suite 8, 1 McLaren Street
North Sydney NSW 2060

CONTACT

T. +61 (0)2 9964 9099
F. +61 (0)2 9460 3766

MAIL

contact@hardygroupintl.com
www.hardygroupintl.com

We invite qualified candidates to contact Liz Hlipala on +61 (0)401 122 301 or via email lhlipala@hardygroupintl.com for a confidential discussion.

Applications close Friday 5th June 2020.

To access the Candidate Information Pack visit <https://hardygroupintl.com/job/162/>

📍 ADDRESS

Suite 8, 1 McLaren Street
North Sydney NSW 2060

☎ CONTACT

T. +61 (0)2 9964 9099
F. +61 (0)2 9460 3766

✉ MAIL

contact@hardygroupintl.com
www.hardygroupintl.com



Role Description

Role Details

Job Ad Reference	QLD/344923	Classification	HES2 Low
Role Title	Executive Director – Finance, Infrastructure and Support Services	Total Remuneration Package	\$202,844 - \$210,415 p.a.
Status	Executive Contract – 3 years	Superannuable Salary per fortnight	\$5,958.00 - \$6,212.30
Unit / Branch	Finance and Infrastructure	Closing Date	Friday, 5 June 2020
Division / Hospital and Health Service	Central West Hospital and Health Service	Contact Name	Jane Hancock Health Service Chief Executive
Location	Brisbane and Longreach	Contact Number	(07) 4652 8000

Our Vision

The health service’s vision is to be a resourceful and dedicated leader in quality, far-reaching healthcare.

Our purpose

Drawing on the resilience and resourcefulness of our experienced and committed people, we work collaboratively to overcome distance. Working with our partners within and outside the healthcare system we go the distance to make a difference in the lives of the people in our care.

We combine our knowledge and experience with an entrepreneurial spirit which is uniquely part of the Central West. Whether it’s championing proactive health programs for our many communities or enhancing our emergency responsiveness, we are dedicated to delivering the best possible outcomes.

Our values

Our values guide our behaviours and practices and hold us accountable to our community. Our values are:

- **People-centred care** – We support patients and consumers through their journey, involve them in decisions about their care and learn from their experiences.
- **Quality and safety** – We put safety first in the care of our patients and consumers and build quality into what we do each day.
- **Integrity and accountability** – We have culture of mutual respect, fair dealing, ethical behaviour and transparency while being accountable for our performance.
- **Investment in staff** – We support ongoing learning, planned development and career advancement to attract and retain an empowered, satisfied, and competent workforce.
- **Innovation and change** – We encourage ideas, evaluate opportunities, consult with those affected, weigh up the risks, implement with purpose and celebrate achievements and improvements.



Your purpose

The Executive Director Finance, Infrastructure and Support Services (EDFISS) reports to the Health Service Chief Executive, (HSCE), and is a member of an interdisciplinary team of executives who work together to develop innovative ways to deliver high quality patient care, for the best possible outcomes to deliver value and achieve key performance deliverables for the people of the Central West.

This position will be based primarily in Brisbane but will be required to work in Longreach as negotiated with the CWHHS HSCE.

The EDFISS will also form part of the Metro North Hospital and Health Service's Finance team under the guidance of the Chief Finance and Corporate Officer.

Your opportunity

- To partner with the HSCE and the Executive Leadership Team in the development and execution of the financial and infrastructure management strategy for the Central West Hospital and Health Service, (CWHHS), take full accountability for all aspects of financial stewardship and engage fully in the commercial affairs of the organisation.
- In partnership with the clinical and other senior leaders provide expert strategic direction and advice on commercial matters.
- Lead advisor to the HSCE, Executive Leadership Team and Board on financial and key infrastructure matters. In this capacity provide sophisticated and insightful analysis and recommendations.
- To support the Board in executing its governance responsibilities and to ensure the Board is appropriately informed on a timely basis on all significant financial and infrastructure matters.

Your key responsibilities

- Fulfil the responsibilities of this role in accordance with CWHHS's core values, as outlined above.
- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe, services and workplaces.

Leadership Role:

As a senior executive of CWHHS, the Executive Director Finance, Infrastructure and Support is expected to:

- Take a leadership role in the development of organisational culture and values.
- Be committed to supporting and developing our staff by inspiring, developing, nurturing, mentoring and coaching them as individuals and in teams. .
- Provide support and leadership in the development and continual improvement of sound governance structures and processes.
- Work closely with the HSCE, Executive Leadership Team and CWHHS Board to ensure all financial and health targets and priorities are met.
- Be a champion for change addressing natural resistance in a constructive manner.
- Demonstrate finance, infrastructure and support services function excellence, leading these team by example.



- Provide high level strategic financial advice aligned to business objectives including actively participate in funding negotiations.
- Develop the clinical activity costing and performance management function within the health service.
- Develop high performing finance, infrastructure and support services teams with a succession plan, strong functional capability and sound performance targets and review processes.
- Support and encourage continuing professional development and training for all finance, infrastructure and support services staff.
- Participate and contribute in the Finance State-wide Network and ICT forums.
- Behave in a manner that is consistent with the core values of the CWHHS as outlined above.
- To assume in the role of HSCE when the Health Service HSCE is on leave if required.

Strategic Planning:

- Report directly to the HSCE and work with the Executive Leadership Team on all strategic matters as they relate to the financial, infrastructure and commercial activities of CWHHS.
- Comprehensive involvement in developing and defining the overall strategy for CWHHS and the delivery of a workable strategic plan.
- Translate the HSCE's and Board's vision and strategy to the finance priorities including the implementation of National Health Reform priorities (such as National Efficient Cost and population based funding).
- Proactively respond to trends and opportunities in a health environment affecting CWHHS's financial operations and ensures the future financial impact of these changes is anticipated and responded to.
- Inform and influence local, State and Commonwealth agenda for funding of CWHHS.

Strategic Financial Management:

- Provide insights, expert analysis and advice to the HSCE, Executive Leadership Team and Board to support timely decision making based on CWHHS's financial performance, community interests and a changing health and funding environment.
- Delivery of robust financial management framework for the CWHHS through strong financial governance and risk management, accurate development of a budget and comprehensive budgeting and forecasting, timely and accurate reporting and a focus on compliance.
- Develop sophisticated short and long-term forecasting to assist in ensuring the long-term viability of organisation
- Ensure high quality accurate and timely financial reports and forecasts for the CWHHS are made available to the Board. Ensure these reports provide clear insight into the financial condition and future implications, enabling properly informed and agile decision making.
- Active involvement in the monitoring of activity and performance against KPIs, negotiation of the Purchasing Contract to maximise CWHHS income.



- Provide executive level financial oversight, and coordination across the CWHHS for the financial management of contracted services including financial monitoring and improvement activities and oversight of Contract Management.

Corporate Finance:

- Provide sound and appropriately supported advice on the financial implications and risks to CWHHS current and projected services.
- Obtain an excellent understanding of the requirements for policy, systems, processes and culture in order to operate in the contemporary funding environment and take leadership in driving the required change.

Finance Accounting, Reporting and Compliance:

- Ensure policies and procedures are in place for the sound forecasting, monitoring and management of CWHHS financial stability, and ability to meet statutory financial reporting responsibilities, including (but not limited to):
 - Ensure accurate and timely management reporting and cost management.
 - Ensure own source revenue generation is maximised.
 - Ensure the implementation of effective debt recovery and write off procedures.
 - Ensure CWHHS capital assets are accurately reflected in the asset register and on HHS's balance sheet.
 - Ensure accurate reporting and expenditure, revenue and accruals against contracts.
 - Ensure accuracy of payments, including salaries, wages and payments to suppliers.
 - Ensure service level agreements exist to support the provision of health and support services, and that the arrangement is covered by proper internal checks.
 - Prepare statutory annual financial statements in accordance with legislative requirements for Hospital and Health Service Statutory Boards.
- Promote the development and continued improvement of financial strategies, financial management reporting, risk management, process controls, systems and commercial decision making.
- Ensure CWHHS complies with all relevant statutory and regulatory obligations applicable to financial/commercial matters

Infrastructure and Procurement:

- Provide strategic leadership in the development and continued improvement of infrastructure management, procurement, process controls, systems and commercial decision making that deliver long-term sustainable outcomes.
- Ensure CWHHS Infrastructure unit provides policy frameworks, advice and training for CWHHS facilities and services, to assist in the management of assets, construction of facilities, management of property and investment planning.
- Ensure CWHHS asset management framework and lifecycle planning is aligned with the Health Service and Strategic Plans.
- Deliver a robust framework that provides effective management of infrastructure, ensuring that capital assets are accurately reflected in the asset register and on CWHHS's balance sheet.



- Ensure the Contracts and Procurement process meets relevant standards and provides access, governance, knowledge, expertise and innovation that enables and encourages business units, services and facilities within CWHHS to make effective procurement decisions that meet their own objectives.

Stakeholder Communications:

- Effective management of the liaison with the Department of Health as System Manager, service provider relationships and third party service level agreements.
- Effective management of the external audit relationship, ensuring that comments and recommendations by the Queensland Audit Office are responded to and implemented on a timely basis.
- Exceptional ability to develop and manage relationships with consumers, community members and clinicians.

Team Management:

- Leadership of a high performing Finance and Infrastructure teams including hiring, developing and retaining talent- see Leadership role requirements above.
- Provision of professional leadership to CWHHS Support Services.

Budget Responsibility:

- The Executive Director Finance, Infrastructure and Support is responsible for managing the entire CWHHS budget which totals \$72m (inclusive of approximately 400 FTE).

Essential Skills and Experience for the Role:

- Exceptional leadership and management skills including the ability to inspire others.
- In-depth understanding and experience in business systems, commercial and contractual arrangements, finance, health system funding and accounting systems and processes.
- Strong financial acumen.
- Highly developed strategic, analytical and financial skills.
- Open and honest communicator with outstanding written and oral skills and an ability to influence others.
- Ability to develop and foster a high performing team based culture.
- Demonstrated ability to deliver accurate, timely and relevant financial information reports at an Executive, Board and system level.
- Focus on achieving results and meeting targets.
- Demonstrated ability to incorporate sound financial criteria and apply sophisticated techniques in the development of business case decisions.
- Demonstrated personal commitment to currency of skills and technical knowledge.



- Ability to set goals that are specific, measurable and achievable and to drive a result orientated finance and infrastructure function and culture.
- Possess a deep understanding of the health sector in Australia including current trends and impending funding changes.
- Ability to provide financial management of contracted services including monitoring, improvement activities and oversight of the financial governance of Contract Management.
- Ability to innovate and to develop and implement systems and processes which drive efficiency.
- Demonstrate foresight, sound judgement and decisiveness.
- Operate ethically, with integrity and within legislative requirements, CWHHS values and Public Service Code of Conduct.

Mandatory qualifications/Professional registration/other requirements

- Bachelor of Business in Accounting, Commerce, or equivalent is highly desirable.
- CPA/CA designation or equivalent would be highly regarded.
- Post Graduate qualifications in relevant fields would be highly regarded (MBA, MPA).
- Where an applicant holds qualifications proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- Travel will be required in this position both within the CWHHS and throughout Queensland.
- The incumbent must be licensed to operate a C Class motor vehicle. Proof of this endorsement must be provided before commencement of duty.
- An offer of employment cannot be made until the appropriate pre-employment checks are completed. Prospective employees must not commence work in the proposed role prior to satisfying this requirement. This includes providing valid proof of identity, finalised criminal history check, probity check and vaccine preventable disease information.
- Central West HHS is committed to providing a safe, health and secure workplace for all employees. This commitment includes a dedicated *People Focussed Safety* culture.
- A *People Focussed Safety* culture commits to the health, safety and wellbeing of staff, volunteers and other persons, through the provision of a dynamic and comprehensive Health and Safety Management System (HSMS). The HSMS provides for proactive safety initiatives, early injury management practices with a strong focus on a safe and durable return to work.
- The provision of a Health and Safety environment within Central West HHS is everyone's responsibility.



Other Requirements:

If you are the successful applicant, you will be required to provide certified copies of one from each dot point:

- Current Drivers Licence or passport (and Marriage Certificate if applicable),
- Birth Certificate or Australian Citizenship Certificate and
- Medicare card or utility bill or credit or debit card.

How you will be assessed?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

1. Professional Capability

- *Professional standards*: creates and sustains professional standards of excellence in service delivery and patient care with energy and passion.
- *Drive for results*: Excellence in service performance improvements and demonstrated positive service outcomes.

2. Research Capability

- *Collaborative research*: ability to support integrated research across professional disciplines.

3. Leadership Capability

- *Self-awareness*: knowing own strengths and limitations and understanding own emotions and the impact of behaviour on others in diverse situations.
- *Hold to account*: the strength of resolve to hold others to account for agreed targets and to be held accountable for delivering a high level of service.
- *Effective and strategic influencing*: prepared to adopt a number of ways to gain support and influence diverse parties, with the aim of securing health improvements.

4. Management Capability

- *Communication*: Excellent communication skills and the ability to adopt appropriate strategies to gain support and influence others; communicate effectively in the public domain and with senior boards and external stakeholders.
- *Business planning*: create strategic plans that meet hospital/service and whole of government priorities and position the hospital to meet future challenges.
- *Financial management*: develop, interpret, monitor and analyse trend data in organisational financial and establishment reports; forecast, monitor and manage revenue and expenditure; develop strategic procurement plans; ensure the organisation has the health infrastructure to meet demand in growth areas.



Your application

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume**, including referees. You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **A short statement (maximum 2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes (assessment criteria) set out above.

Additional Information

- Applications will remain current for 12 months.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt.
- Hepatitis B vaccination is a condition of employment in Queensland Health facilities for all workers who have direct contact with patients or who, in the course of their work, may be exposed to blood or body fluids and/or contaminated sharps. Proof of vaccination must be provided to the Human Resource Department upon acceptance of appointment. Proof of vaccination can be provided via a letter from a general practitioner, infection control or occupational health department or a copy of a blood test result showing serological evidence of hepatitis B immunity (i.e. HBsAb \geq 10 IU/L).
- Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment.
- All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child safety services, Department of Communities.
- Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/publications/assets/policies/lobbyist-disclosure-policy.pdf>
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers' Compensation and Rehabilitation Act 2003* – Information and documents about pre-existing injuries and medical conditions of prospective worker: <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkersCompA03.pdf>
- From 1 January 2015 it is against the law to smoke at ALL public or private health facilities, including 5 metres beyond their boundaries. These laws apply to the use of all smoking products, including regular cigarettes and devices commonly known as electronic cigarettes (e-cigarettes). Staff, patients and visitors must adhere to these laws at all times.



About the Health Service

The CWHHS (HHS) is a resourceful and dedicated leader in quality, far-reaching healthcare. Our high standard of accessible healthcare spans a vast 396,650 km² region equivalent to 23 percent of Queensland. Reaching from Tambo in the south-east to Boulia in the north-west, our healthcare hubs based in Longreach, Barcaldine, Blackall, and Winton serve communities as widespread as they are diverse.

Whether it's championing proactive health programs for our many communities or enhancing our emergency responsiveness, we are dedicated to delivering the best possible outcomes.

The largest centre of Longreach is the coordination point for the provision of regional services including child and maternal health, mental health and allied health. Barcaldine hosts a state of the art dental facility from which the Central West Oral Health Services are delivered. Medical officers work across 15 public facilities and 4 general practices to deliver a contemporary primary healthcare service that supports our communities' healthcare needs with a focus on accessibility and continuity of care.

To deliver our Vision to be a leader in providing far-reaching healthcare our strategic priorities focus on three key areas:

- People – Strengthen partnerships with staff, communities, residents, patients and consumers to improve health outcomes.
- Services – Deliver high quality, consumer focussed health services.
- Systems – Achieve long term organisational sustainability.

The strategies recognise the strength and expertise of our staff in remote service delivery. They also build on our relationship with communities and other service providers.

The main health challenges are the increasing poor social and emotional wellbeing of communities, mental illness and chronic disease. Feedback from our communities has emphasised that our service structure and partnerships need to be responsive, adaptable, inclusive and compassionate. Incorporating this feedback is critical to the development of sustainable models of healthcare delivery that can support Aboriginal and Torres Strait Islander people and non -indigenous Australians across their life spans in; prevention, primary care, emergency and acute hospital-based services.

For further information about the Central West region:

www.smartjobs.qld.gov.au (Central and South West region)

<http://www.health.qld.gov.au/services/centralwest/>