Role Description

Assistant Business Manager

Job ad reference:	DMN563722		
Location*:	Fortitude Valley – will be required to travel across multiple locations within Metro North Health	**Unit/Department:**	Digital Metro North Support Services Digital Metro North
Status:	Permanent full time	**Classification:**	AO5
Salary Range:	$102 492 - $111 516 (plus superannuation and leave loading benefits)	**Closing Date:**	Thursday, 23 May 2024
Contact name:	Leonie Pickering	**Contact number:**	0448 520 392
Online applications:	www.smartjobs.qld.gov.au		

* Please note: there may be a requirement to work at other facilities located across Metro North Health.
**Future recurring vacancies may also be filled through this recruitment process at any location across Metro North Health.
***Applications from third parties will not be accepted.

Purpose of the role

In this role you will provide assistance to the Business Manager by undertaking a range of financial functions including those activities associated with the financial management of statutory requirements, financial analysis, budget reporting, accrual accounting processes and general ledger activities. The role is to be performed in a manner that promotes the provision of quality and timely financial information and advice to the Metro North Hospital and Health Service.

Context and Delegations

- The position reports to the Business Manager
- The position supports the Business Manager in providing business support across Digital Metro North. This
- includes the development and maintenance of the annual budget and providing high level advice to Managers to
- enable strategic decision making.
- The position:
    - Provides thorough insight and unprecedented transparency of MNHHS' actual and expected operational and financial performance; and
    - Monitors and analyses the commercial impact of all business activities.
- The position has financial delegations in accordance with the HHS "Human Resource and Queensland Health's
- Financial Delegations Schedule".
- See Organisational Chart attached.

Key Accountabilities

This successful applicant will carry out the following key accountabilities in accordance with the Metro North Health's values:

- Assist in monitoring and advising on variations in expenditure, revenue and activity, which affect budgetary
- performance and activity targets, assist in finalisation of monthly service line and cost centre reporting and
- provide strategic advice on remedial action as appropriate.
- Provide a high level of financial and business advisory support including analysis of budget trends and
- investigation of variances. Present quality financial, staffing and activity data compared to budgets, targets, benchmarks and key performance indicators.
- Support strategic and operational planning activities.
- Assist in developing and implementing business plans for the service line.

- Involvement in annual service line operating budget preparation and the regular forecasting process based on
- guidance and input from the service line Business Manager.
- Actively participate in the development, implementation, review and maintenance of internal systems, processes
- and work practices. Identify areas for improvement and recommend/implement enhancements to existing practices.
- Development of relationships and networks within the service line and across Metro North facilities to learn and
- develop from others and to promote and provide information and advice to others.
- Support the provision of strategic advice by the Business Manager.
- Assist in the development of business cases and submissions to reflect the requirements of the business.
- Provide financial support to service re-design or improvement projects for the service line.
- Support the development and assist in the monitoring of annual efficiency saving initiatives for the service line
- and facilities it supports.
- Identify a service line need for financial and activity based information and respond to requests for information
- by appropriately gathering and sourcing information for analysis, completing analysis (including variance
- analysis), providing technical advice and producing reports.
- Extract and provide supporting service line data for monthly inter-HHS invoicing.
- Support service line reviews of future capital expenditure requirements.
- Assist in the management of equipment procurement and work in conjunction with relevant committees and
- governance arrangements to ensure process and policy obligations are met.
- Preparation of journals and accrual and payroll adjustments within agreed timeframes and undertake general
- ledger cost centre maintenance.
- Comply with the provisions of the Financial Accountability Act 2009 and Metro North Hospital and Health Service
- Financial Management Practice Manual.
- Maintain knowledge in relevant legislation, accounting and finance standards, Government policies and trending
- activity-based funding.
- Comply with and utilise procedures, organisational policies, regulations and standards.
- Actively participate in and ensure a working environment which is motivated, productive and committed to client
- service as well as compliant with quality human resource management.
- Manage any other duties as directed by the Business Manager.
- Initiate, influence and maintain relationships with and between key internal and external stakeholders facilitating effective communication channels to ensure the successful delivery of projects including feedback mechanisms and management of expectations.
- Support the implementation of continuous process improvement activities within Digital Metro North
- Behave in a manner that is consistent with core values of Metro North Health following defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services, and workplaces.
- Ensure all financial delegations of the role are maintained appropriately and are consistent with Queensland Health and Metro North Health policies and legislation and that budget integrity is maintained.

Key knowledge and experience

The ideal applicant will be able to demonstrate the following:

- Knowledge of relevant public sector financial management standards, Queensland Health financial management
- policies relating to financial management in a health environment and budgeting and costing principles.
- Significant experience and ability in the use of financial information systems, contemporary word processing and
- spread sheet applications, and other information systems associated with the provision of financial services.
- High standard of written and oral communication, negotiation, problem solving and interpersonal skills to
- effectively communicate with staff at all levels of the organisation, and with internal and external clients.
- Inter-personal, time management, analytical and supervisory skills, particularly the ability to lead and motivate
- others to resolve conflicts over priorities and resources and act innovatively and independently.
- Ability to successfully coordinate and manage self and staff in line with quality and contemporary human resource
- management practices including Performance Management, Workplace Health and Safety, Equal Opportunity,
- Anti-Discrimination and the Code of Conduct to deliver high quality health services.
- Proven conceptual, analytical and problem-solving skills to respond to clients and a proven ability to work in a team environment developing effective working relationships with team members and stakeholders.
- Evidence of integrity and respect within a team with proven experience in identifying and managing external and internal suppliers and stakeholders which promotes the successful delivery of digital services across Metro North Health.
- Proven ability to take responsibility and deliver outcomes within complex situations with minimal supervision
- Possess and demonstrate outstanding personal qualities, which reflect Metro North Health’s values that support, nurture and coach the desired behaviours of other DMN staff.

Essential / desirable requirements / professional registration

- Whilst not mandatory, a relevant financial or business qualification would be well regarded.
- The successful candidate may be required to undergo any pre-employment checks including disciplinary history and criminal history that may be undertaken.
- Ability to travel across Metro North Health as required.

How to apply

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

1. **A brief letter (1-2 pages) telling us why you are interested in this role and how your skills and experience complement this role.** *(This should not be a restatement of your resume. It is your opportunity to tell us about yourself and your key knowledge and experience, how you meet the key accountabilities, challenges, required competencies and any other specific role requirements, and including what skills you'll bring to the role.)*
2. **Your current CV or Resume, including the names and contact details of two (2) referees** with a thorough knowledge of your competencies for this role. One of the referees should be your current or 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 CV or Resume*.)

Instructions on how to apply

- Submit your application online at www.smartjobs.qld.gov.au by the closing date.
- Please note that hand delivered applications will not be accepted.
- Only those persons eligible to work in Australia may be employed by Metro North Health. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia.
- Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact officer.

Digital Metro North

Digital Metro North (DMN) works collaboratively with Metro North Health (MNH) clinical leads and end users to deliver the digital transformation strategy for Metro North Health. It will ultimately create an integrated digital hospital and healthcare environment across Metro North that is driven by technical capability, clinical excellence and quality patient experiences. Digital transformation will enable Metro North Health to keep pace with global change, pioneer new models of care and enable our clinicians to deliver more integrated and personalised care in the future.

Digital Metro North (DMN) is undertaking and supporting the delivery of a number of significant capital works initiatives. These include capital works hospital construction/refurbishment initiatives and the implementation of the ieMR advanced solution across all Metro North Health sites. These initiatives are expected to be delivered concurrently over a period of five years. This will require resources with the capacity to work across initiatives and domains, with the knowledge, determination, skills and experience to deliver.

About Metro North Health

Delivering outstanding health services is just one of the ways that we care for our community. Our passion for people is reflected in the way we do our work and live our values every day. We value and nurture our team members so they can provide quality value based care to our patients across our diverse organisation. Our focus on Value Based Healthcare means we expect our staff to deliver the care the patient needs, no more and no less, to achieve the best quality of life for our community. This passion fuels our collaborative culture of innovation and research.

We embrace the diversity of local and greater communities as we provide services to people throughout Queensland, northern New South Wales and the Northern Territory, in all major health specialities including medicine, surgery, mental health, cancer care, trauma, women's and newborn care, and more than 30 sub-specialities. Metro North Health services include rural, regional and tertiary hospitals, and community and oral health services.

Our diverse Health Service provides a wide variety of rewarding career paths across our tertiary/quaternary referral hospitals, secondary hospitals, community health centres, residential and extended care facilities and regional community hospitals. We expect our staff and volunteers to translate our values into action through providing high quality connected care that is relevant, efficient and respectful of our patients' needs and wishes. Our people are

passionate about our community and patients, with a focus on putting people first. Come and work where people are at the centre of everything we do and your contribution is truly valued.

Health Equity and Racism

Metro North Health has set out its actions and agreed key performance measures to improve Aboriginal and Torres Strait Islander people's health and wellbeing outcomes.

Racism is a key structural determinant of Aboriginal and Torres Strait Islander people's health inequity. Racism is not always conscious, explicit, or readily visible - often it is systemic. Systemic or institutional racism are forms of racism that are widely and deeply embedded in systems, laws, written or unwritten policies and well-established practices and beliefs that produce, condone, and perpetuate widespread unfair treatment, causing and/or contributing to inherited disadvantage.

It is expected that all Metro North Health staff, including the incumbent of this role as a valuable member of the Metro North workforce, contribute to the health equity agenda and meet the intent of supporting the defined six actions that specifically meet the needs of Aboriginal and Torres Strait Islander people within the National Safety and Quality Health Service Standards (NSQHS), by actively supporting the elimination of racial discrimination and institutional racism; supporting increased access to health care; influencing the social, cultural and economic determinants of health; supporting the delivery of sustainable, culturally safe and responsive health services; and recognise the importance of working with Aboriginal and Torres Strait Islander peoples, communities and organisations to design, deliver, monitor and review the health and support services we provide.

Please visit our website for additional information about Metro North Health. http://metronorth.health.qld.gov.au/

Our Vision

Excellent healthcare, working together, strong and healthy communities.

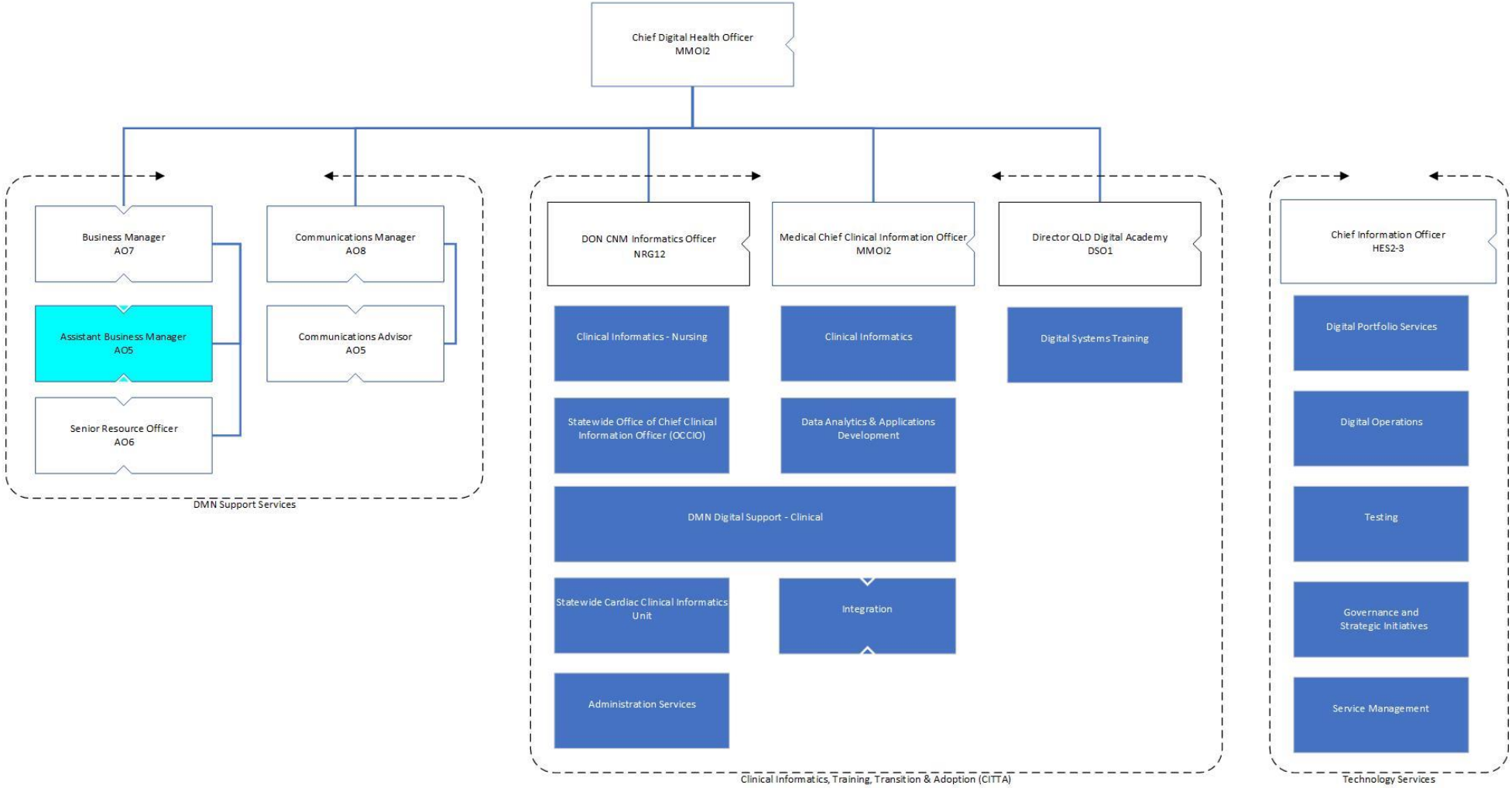
Metro North Health Values and their corresponding Lominger™ competencies:

Respect	Teamwork	Compassion	High performance	Integrity
• Interpersonal savvy • Manages conflict • Communicates effectively • Balances stakeholders	• Collaborates • Develops talent • Values differences • Builds effective teams	• Customer / patient focus • Demonstrates self-awareness • Manages ambiguity • Being resilient	• Cultivates innovation • Action oriented • Drives results • Drives vision and purpose	• Decision quality • Ensures accountability • Courage • Manages complexity

Team Structure

Digital Metro North

Office of Chief Digital Health Officer



Appendix

Diversity and Inclusion

We are committed to providing a diverse and inclusive workplace for our people and our community. We encourage people of all genders, races, ages and abilities to apply for roles within Metro North Health and strive to ensure that our workplace is free from all forms of discrimination and harassment.

As an Equal Employment Opportunity (EEO) employer we ensure that our selection processes and employment decisions are undertaken in a non-discriminatory way and are consistent with the requirements of the Anti-Discrimination Act 1991. If there are any reasons that you may have challenges with the recruitment process, please let us know when we contact you.

Work Health and Safety

We are committed to *Putting People First* to provide better healthcare. This commitment includes a dedicated *People Focussed Safety* culture.

This 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 Metro North Health is everyone's responsibility.

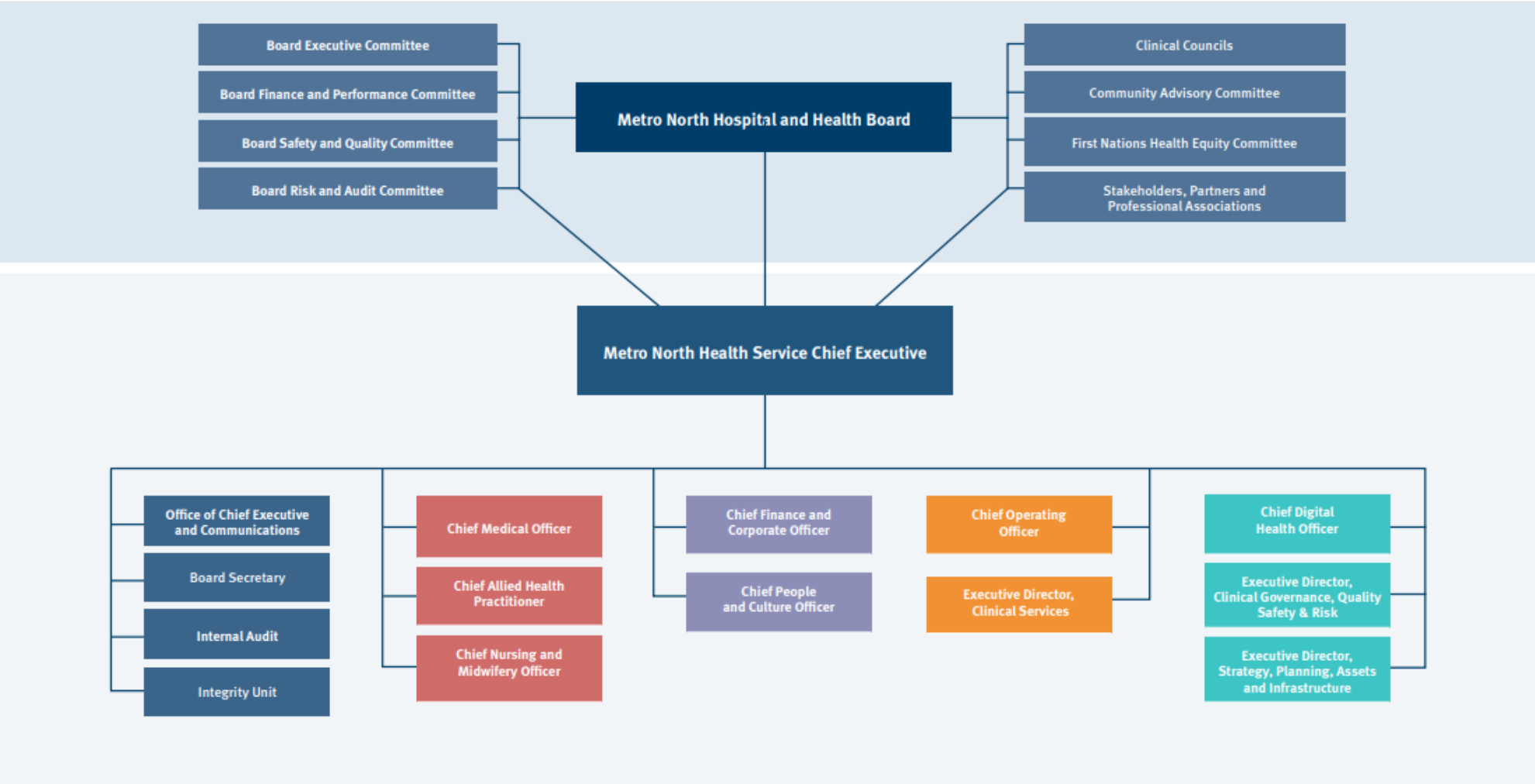
Safety and Quality

Relevant to the position, staff participate in the ongoing education, implementation, monitoring and evaluation of safety and quality initiatives relevant to The National Safety and Quality Health Services Standards 2nd Edition and the Australian Council on Healthcare Standards (ACHS).

Additional Information

- Applications will remain current for 12 months or for the duration of the vacancy.
- Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
- Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- 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. Roles providing services to National Disability Insurance Scheme (NDIS) participants require an NDIS worker screening check.
- Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role.
- 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: https://www.forgov.qld.gov.au/__data/assets/pdf_file/0033/185919/lobbyist-disclosure-policy_0.pdf
- Employees who are appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 https://www.health.qld.gov.au/system-governance/policies-standards/doh-policy/policy/qh-pol-197.pdf
- 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.

Metro North Health **Executive Structure**



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Effective date: 11/2022