

POSITION DESCRIPTION

Position:	Executive Director Finance, Infrastructure & Partnerships
Directorate	Chief Executive Office
Division:	Office of the CEO
Business Unit:	Finance, Infrastructure & Partnerships
Enterprise Agreement	Victorian Public Health Sector (Health and Allied Services, managers and Administrative Workers) Single Interest Enterprise Agreement
Reports to:	Chief Executive Officer



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 7** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



POSITION SUMMARY

The division is committed to excellence in client service and innovation. It provides financial and strategic direction and advice in regards to budgeting, forecasting, performance monitoring and analysis to all layers of the organisation and is responsible for the following non-clinical services:

- Financial Services
- Innovation
- Business Intelligence
- Information Technology
- Performance Planning and Budgeting
- Assets, Maintenance and Facilities
- Procurement Governance
- Contract Management
- Purchasing and Supply

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY RESPONSIBILITIES AND DUTIES

Strategic alignment

- **Leadership** – This position will be responsible for ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.
- **Deliver Results** – This position will be required to contribute to the organisational strategic planning process by planning, setting and monitoring clear targets for the team plan and ensuring that projects are linked to the goals of the organisations strategic plan.
- **Service Excellence** – As part of working as one this position will contribute to providing a standard of excellence in customer service. This will be measured internally via staff surveys and externally via customer and community feedback to ensure that the organisation is delivering professional and efficient customer service.

Financial accountability

- **Analysis and Problem Solving** – This position will contribute to all clinical/ non-clinical reporting including qualitative and quantitative analysis as required accurately and within time constraints.
- **Compliance** – This position will comply with all delegated authorities and limits and actively communicate any problems, changes or issues that senior management should be aware of. It will also be conscious of the quality, risk, OH&S and other legislative requirements there are when implementing systems, processes and practices.
- **Innovation** – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services.

People management accountability

- **Communicate with influence** – This position will assist in driving towards the development of a high performance culture through strong leadership. It will meaningfully interpret and communicate the organisations strategic direction and assist to create innovative work practices to assist staff with the change process.
- **Performance Management** - This position will provide regular supervision, training opportunities, coaching, mentoring and guidance to its direct reports. The incumbent will ensure that the annual performance reviews for its direct reports are completed on time. This includes being responsible for addressing issues that negatively impact performance.
- **Collaboration** – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

Technical accountability

- Manage the finance and budgeting functions for MBPH and ensure MBPH remains financially viable and to develop strategies to improve the financial performance of any part of the Employer when necessary.
- Advise the Chief Executive regarding all financial aspects of the business operations. Initiate and implement policies and procedures for efficient resource allocation and management in the development of the Employer's annual operating plan and monitor, analyse and report on the Employer's financial and operational performance.
- Provide efficient, timely and accurate financial and operational information and strategic support to the Chief Executive and the Board.

- Manage the directorates and functions of Finance, Performance Planning and Budgeting including business analytics, Purchasing and Supply, Procurement and Contract Management and/or any other areas allocated from time to time.
- Assist with financial matters related to the Public Private Partnership Agreement.
- Advise the Chief Executive on other matters relevant to the areas of responsibility.
- Actively participate as a key member of the MBPH Executive Team and support colleagues in ensuring high performance of the Executive as a functional team.
- Preparing and maintaining, in conjunction with other Executive Directors, an annual strategic financial plan for MBPH consistent with the overall corporate strategic plan.
- Providing timely and accurate financial and operating reports/advice/recommendations to the Unit Managers, Executive Directors, Chief Executive and the Finance and Audit Committees of the Board. Ensuring all business and financial risks are identified and action taken to minimise the effects of these risks.
- Ensuring MBPH satisfies and achieves compliance with all applicable standards, statutes and policies applicable to the financial and resource management of the organisation.
- Ensuring the highest standards of probity, honesty and integrity are applied to all Financial and Resource Management activities of the organisation.
- Maximising MBPH's utilisation of financial resources, and in collaboration with the CEO and Executive Team, redirect resources for optimum use and ensure that all business areas are operating efficiently.
- Supporting other Executive Directors in the preparation of strategies required to ensure the financial performance of individual areas.
- Developing and implementing measures that maximise funding from the Department of Health and Human Services (DHHS) and other relevant sources.
- Playing the leading role in matters related to banking negotiations, auditors, lawyers, taxation and insurance policies, WorkCover, DHHS funding and financial issues and other outside parties.
- Developing and maintaining appropriate financial policies and plans for MBPH in consultation with the Chief Executive, Executive Team and Finance and Audit Committees of the Board.
- Representing MBPH on relevant external committees and working parties.
- Providing effective management of performance, planning and budgeting services including business analytics; ensuring monitoring of organisational performance is based on DHHS targets and indicators; ensuring efficiency and productivity target benchmarks are developed and achieved throughout MBPH.
- Controlling and monitoring the sources/uses of MBPH's capital including budgeting and planning, ensuring appropriate safeguards are in place to protect and effectively manage organisational assets.
- Overseeing, in conjunction with Unit Managers/Executive Directors, the preparation of the annual operating plan and budget and implementation of procedures to ensure tight control of expenditure.
- Monitoring and evaluating the financial and commercial aspects of all capital projects and business initiatives and make recommendations to the Chief Executive, the Board and management based on sound commercial analysis.
- Providing assistance to management in contract negotiations advising on commercial, operational and financial aspects of contract preparation. This includes providing effective management of procurement governance and contract management to minimise costs and maximise services provided by suppliers and contractors.
- Providing effective management of working capital, investments and other cashflow considerations.
- Overseeing the management of materials, purchasing and supply services ensuring high level service with a minimum investment in inventory.

- Providing leadership and support in the corporate and financial services available to regional health services, including the Loddon Mallee Regional Health Alliance.

KEY SELECTION CRITERIA

Qualifications / Certificates

- **Essential:** Tertiary qualification in business management, accounting, or equivalent and Membership of Australian Society of Certified Practising Accountants and/or Institute of Chartered Accountants in Australia
- **Desirable:** Post graduate qualification/s.

Specialist Expertise

- **Financial and Resource Management Skills:** excellent accounting skills with a proven ability to decisively manage complex financial issues and responsibilities (anticipating and managing risks); significant experience in overseeing complex organisational budgets, strategic financial planning and analysis of operations and investment proposals where value for investment is achieved; sound firsthand knowledge of health service funding would be very helpful but not essential.
- **Systems and Organisational Thinking:** demonstrated record of achievement within a complex health care environment or similar setting; able to formulate and establish an integrated approach to achieve organisational objectives based on an in-depth understanding of the business environment and its systems; able to build awareness and understanding of economic and political trends that may affect the organisation.
- **Leadership and People Management:** substantial experience in a senior management position in a large service organisation, preferably in the health industry; capacity to communicate a vision that generates enthusiasm and commitment; proven ability to align teams with the organisational values and goals through effective people management and modelling
- **Communication and Negotiation Skills:** able to clearly and confidently communicate with people at all levels in both the public and private sectors as well as with Government and media; able to handle difficult and sensitive communications well; strong written skills to produce documentation with key messages and information required for decision making; able to effectively negotiate with consumers/stake-holders to achieve desired outcomes.
- **Computer Skills:** MBPH is an emerging leader in digital transformation and a high degree of computer literacy is expected; competency in Microsoft Office Suite programs is essential; strong working knowledge of Oracle and Powerbudget is highly desirable.

Personal Qualities, Knowledge and Skills

- **Relationship Building:** forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication.
- **Conceptual and analytical ability:** Deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and has the energy and drive to project how these can link to innovations.
- **Customer Focussed:** actively seeks to meet consumer needs and ways to improve services; is committed to delivering high quality outcomes for consumers.
- **Integrity:** committed to the public interest; operates in a manner that is consistent with the organisation's code of conduct; inspires trust by treating all fairly.

MANDATORY REQUIREMENTS

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Association

For example, AHPRA, AHRI, CPA etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."

"Can we explore that more so I can understand it better?"
"We will...us...we can..."

"Is there a better way to do this?"

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."

"Ah well, that is because of XYZ..."

"Our processes do not let us do it"

"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos

- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

