



Restructure Consultation Paper Finance and Performance The Sutherland Hospital

January 2023

T23/5965



Comments or feedback on this proposal can be submitted in writing to:

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by 5pm 17 March 2023

Version Control

Version Number	Date	Details of Changes	Author (Name and Position Title)
1.1	23.11.2022	Initial Draft	Nicole Borg Business Support Officer
1.2	12.01.2023	Revised draft	Michaela Humphries Director of Finance
1.3	13.01.2023	Updated draft, inclusion of PD's	Nicole Borg Business Support Officer
1.4	25.01.2023	Reviewed by P&C Document updated: Financials, Addition of PDs, Method of recruitment	Nicole Borg Business Support Officer

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1. Overview of the Sutherland Hospital Finance and Performance team

The vision for South Eastern Sydney Local Health District (SESLHD) is '*exceptional care, healthier lives*'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.

The Finance and Performance team works under the leadership and guidance of the Director of Finance.

The Finance and Performance team partners effectively with the General Manager, The Sutherland Hospital and Garrawarra Centre and members of the Executive, maintaining overall leadership, accountability, and management of the facility's financial performance.

The team provides visible and accessible financial analysis and leadership to the data streams promoting a positive workplace culture based on the NSW Health (MoH) CORE values and the values of SESLHD.

The team is responsible for all budgetary, expenditure, revenue, and data analysis for both the Sutherland Hospital and Garrawarra Centre. The Community Engagement and Fundraising portfolio is also managed by the Finance team.

1.1 Current organisational structure

The Finance and Performance Team at the Sutherland Hospital is led by the Director, Finance, Business Strategy and Performance (DOF). The DOF reports directly to the General Manager, The Sutherland Hospital and Garrawarra Centre.

Positions reporting directly to the Director of Finance:

Management Accountant (HSM3) 3FTE

Performance and Costings Analyst (HSM3) 1FTE

Revenue Manager (HSM3) 1 FTE

Administration Officer (A06) 1FTE

Positions reporting directly to the Revenue Manager:

Manager Community Engagement and Fundraising (HSM2) 1FTE

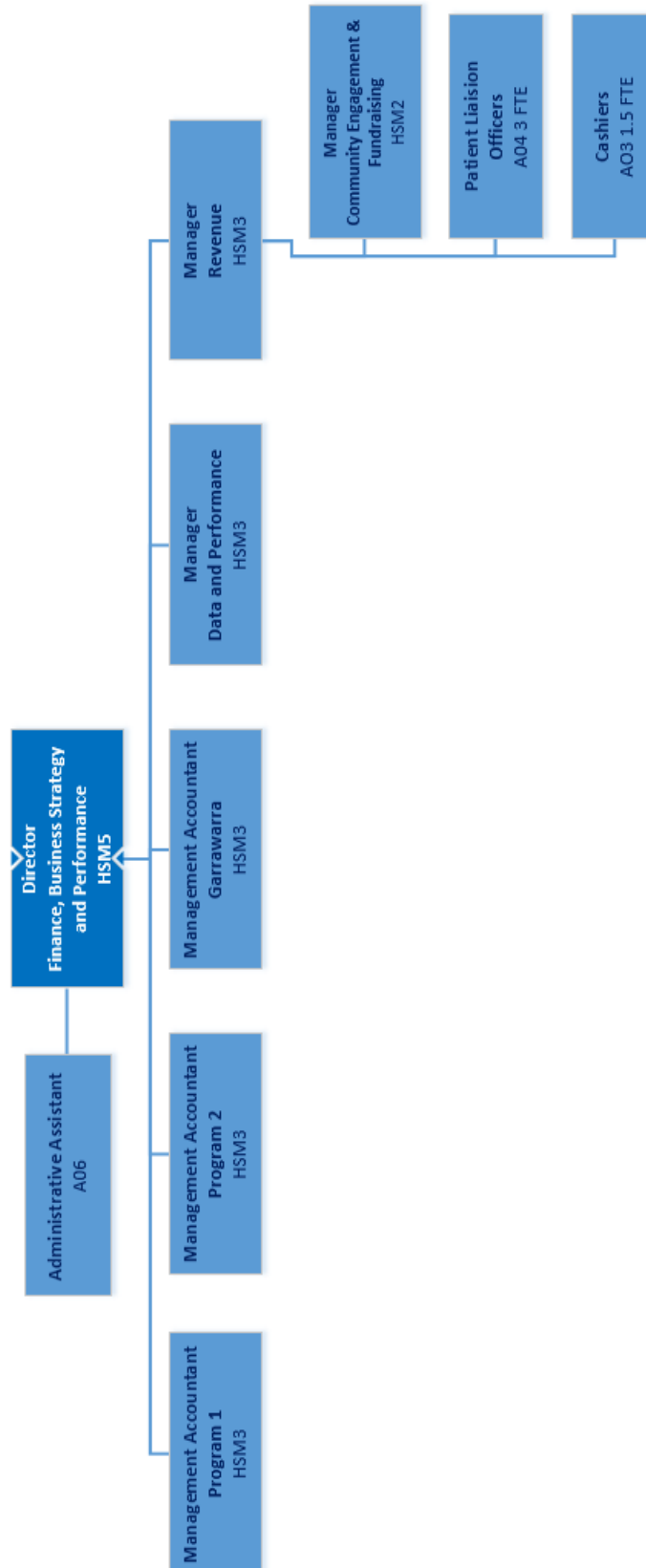
Patient Liaison Officers (A04) 3FTE

Cashiers (A03) 1.5FTE



The Sutherland Hospital &
Community Health Services

The Sutherland Hospital
Finance and Performance Team
Organisational Chart
October 2022



1.3 Case for change

The Finance Team, in its current structure, has little or no scope for succession planning nor the ability to build leadership capabilities for its members. The realignment of roles within the current structure aims to provide all team members with a direct reporting line which will not only provide support to those team members but build leadership capabilities.

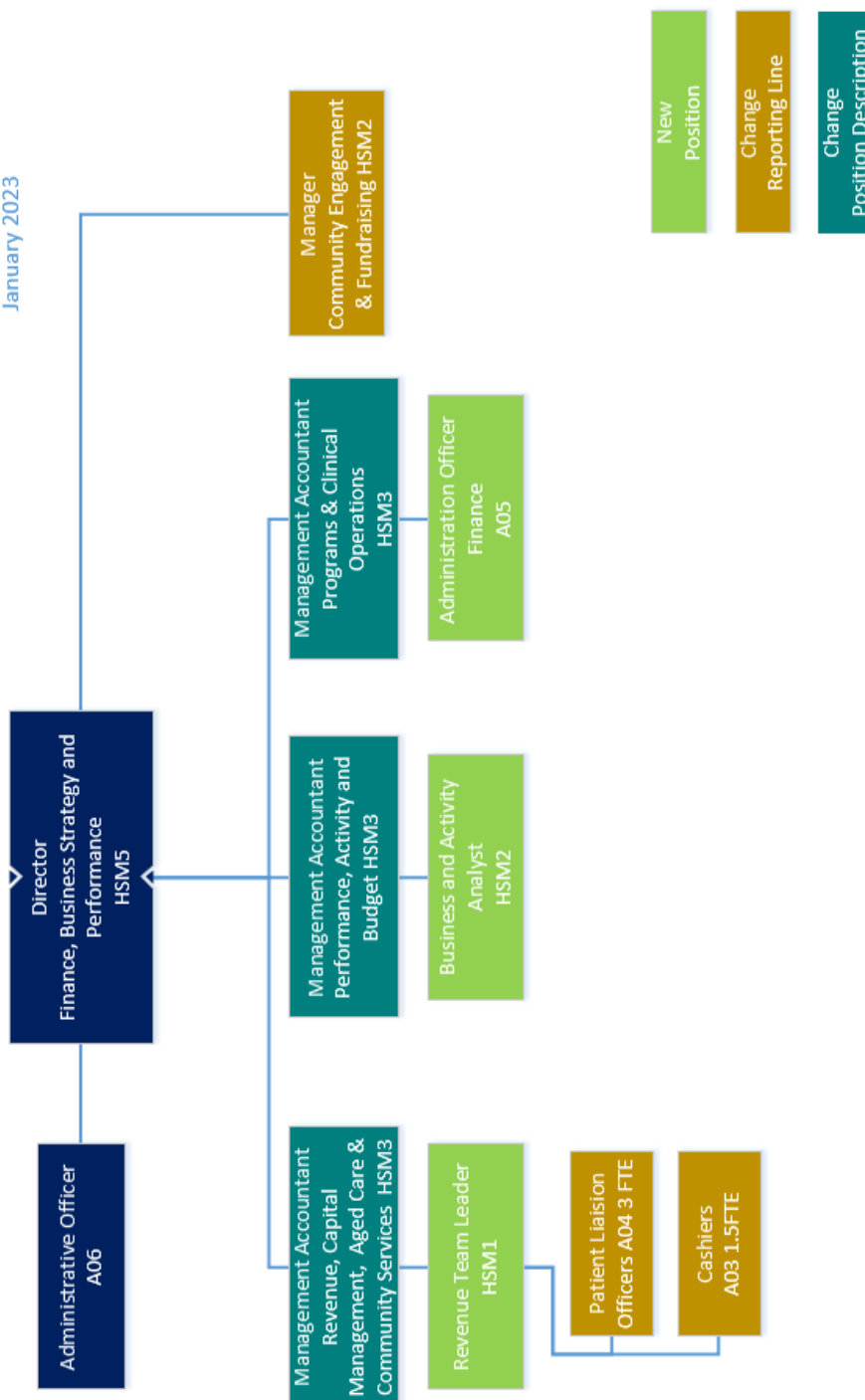
The realignment of positions will align strategically with the SESLHD *Exceptional Care, Healthier Lives* Strategic Plan 2022-25, identifies *Supporting Teams to Thrive* as a strategic priority, within which the following focus areas are identified:

- Effective and authentic relationships that promote wellbeing
- Staff who work autonomously in the delivery of exceptional care
- Accountable, values-based leadership
- Development opportunities for staff to excel
- Collaborative, diverse, and inclusive teams who work towards a shared vision



The Sutherland Hospital &
Community Health Services

The Sutherland Hospital
Finance and Performance Team
Proposed Organisational Chart
January 2023



2. Proposed organisational structure

2.1 Proposed organisational chart

2.2 Proposed organisational structure

2.2.1 Positions with changes to position description

Management Accountant (MA)

HSM3 3FTE

The Management Accountant (MA) positions currently have no direct reports. In the revised structure, each MA will be assigned one direct report. This will allow the MAs to build their leadership and management skills and provide strategic support and advice to their key stakeholders. The proposed structure supports the development of transformational leadership skills and tactical applications to operational and clinical needs.

The MA's roles and responsibilities will be redistributed to support both operational and clinical portfolios and strategic projects. The team will directly contribute to the outcomes set out in the Sutherland Hospital's business plans. This will include advance financial modelling, that captures and reports on efficiencies specific to workforce innovation and improved models of care. These transformational improvements ensure focus remains on revenue targets, with additional attention on whole of business accounting.

Each MA will be responsible for monthly reports and budget management. There will be 3 roles within the structure with the following responsibilities:

1. Performance, Activity and Budget Accountant
Lead on the budget build and budget maintenance, support reporting and presentation of performance data, provide professional development to the Activity Analyst with costing, activity, and Activity Base Funding tasks.
2. Revenue, Capital management and Aged Care Accountant
Lead on aged care accounting for Garrawarra and Southcare (P2 TSH), lead for the revenue team to maximise revenue opportunities within The Sutherland Hospital and Garrawarra Centre. Capital planning and asset management and the Repairs Maintenance Replacement budget.
3. Programs and Clinical Operations Accountant
Financial lead for Program 1 (including, redevelopment) and Program 2, Allied Health, Medical and Nursing, business case analysis, and financial modelling – including workforce and the Employee Related Expenses budget. Oversight of procurement and accounts payable.

The position descriptions will be updated to reflect changes withing the roles. These changes will not affect the grading of the positions.

2.2.2 Deleted positions

Performance and Costing Analyst

HSM3 1FTE

The Performance and Costing Analyst (HSM3) position is currently vacant. It is proposed that this role be deleted. Due to the vacancy, aspects of this role have been undertaken by a temporary HSM1 position. The proposed organisation structure will include a Business and Activity Analyst (HSM2) that reports to the Performance, Activity and Budget Accountant.

Revenue Manager

HSM3 1FTE

The Revenue Manager (HSM3) position is currently vacant. It is proposed that this position be deleted. During this period, it has become evident that an operational position to specially address revenue leakages is required as opposed to a high level strategic role. Therefore it is proposed that an HSM1, Revenue Team Leader that will report directly to Revenue, Capital Management Aged Care and Community accountant be established. The Patient Liaison Officers (PLO) and Cashiers will directly report to the Revenue Team Leader.

2.2.3 New positions

Business and Activity Analyst

HSM2 1FTE

The Business and Activity Analyst will have high level accountability and responsibility for the reporting obligations of TSH and Garrawarra. The position will enhance the understanding and engagement of senior managers in regard to accurate data capture and be responsible for the provision of data reporting requirements.

It is proposed that this position be graded as a HSM2 and report directly to the Performance, Activity and Budget management accountant.

Revenue Team Leader

HSM1 1FTE

The Revenue Team Leader will provide operational management and co-ordinate the delivery of revenue functions including patient billing and revenue leakages to achieve compliance, facilitate decision making and will create an efficient environment that builds financial sustainability. This position will be the team leader for the Patient Liaison Officers and Cashiers on site.

It is proposed that this position be graded as a HSM1 and report directly to the Revenue, Capital Management, Aged Care and Community management accountant.

Administration Officer Finance**A05 1FTE**

This position is an enhancement to the finance team to support data analytics, billings, budget build and accounts payable and receivables. This work is currently managed with casual resources.

It is proposed that this position be graded as a A05 and report directly to the Programs and Clinical Operations Management Accountant.

2.2.4 Positions with Changes to Reporting Lines**Manager, Community Engagement and Fundraising****HSM2 1FTE**

The Manager Community Engagement and Fundraising in the current structure reports to the Manager, Revenue. It is proposed in the new structure that the Manager, Revenue position be deleted.

The Community Engagement and Fundraising portfolio encompasses a wide range of strategic and financial responsibilities including but not limited to fundraising strategies, events management and volunteer management. It is proposed that the Community Engagement and Fundraising position report directly to the Director of Finance Performance and Strategy. The position description remains unchanged.

Patient Liaison Officers**A04 4FTE**

In the current structure these positions report directly to the Manager, Revenue. It is proposed, that these positions now report to the Team Leader Revenue whose portfolio co-ordinates revenue and billing for the site. The position descriptions remain otherwise unchanged.

Cashiers**A03 1.5FTE**

In the current structure these positions report directly to the Manager, Revenue. It is proposed, that these positions now report to the Team Leader Revenue whose portfolio co-ordinates revenue and billing for the site. The position descriptions remain otherwise unchanged.

3. Summary of proposed position changes

3.1 Positions with changes to reporting lines

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	Manager Community Engagement & Fundraising	Reporting directly to Director of Finance	Filled	Yes
2	Patient Liaison Officers A04 3 FTE	Reporting to Revenue Team Leader	Filled	Yes
3	Cashiers A03 1.5 FTE	Reporting to Revenue Team Leader	Filled	Yes

3.2 Positions with changes to position description

No.	Position Title	Summary of Proposed Change
1.	Management Accountant 3FTE	The PD will reflect the proposed portfolio as per the document and reflect leadership responsibilities and direct reports

3.3 Deleted positions

No.	Position Title	Summary of Proposed Change	Filled or vacant	Incumbent affected
1.	Manager Revenue (HSM3)	Role deleted. Functions of position to be absorbed by Revenue Team Leader and Revenue, Capital Management, Aged Care & Community Accountant	Vacant	-
2.	Performance & Costings Analyst (HSM3)	Role deleted. Function of position to be absorbed by Business and Activity Analyst and the Performance, Activity and Budget Accountant	Vacant	-

3.4 New positions

No.	Position Title	Summary of Proposed Change	Recruitment or matching expected
1.	Business and Activity Analyst HSM2 1FTE	This position will report directly to Performance, Activity and Budget Accountant	Recruitment
2.	Revenue Team Leader HSM1 1FTE	This position will report directly to Revenue, Capital management and Aged Care Accountant	Recruitment
3.	Administration Officer Finance A05 1FTE	This position will report directly to Programs and Clinical Operations Accountant	Recruitment

It is not anticipated that there will be any redeployment of staff, nor voluntary redundancies offered because of this restructure.

4. Budget impact

Financial analyse has been completed and NIL financial impact.

5. Consultation

This restructure consultation paper and the draft position descriptions will be released for consultation. The Director of Finance, Business Strategy & Performance will have individual discussions with all position holders who are directly impacted by the proposal during the consultation period. There will be a team discussion to support the open and transparent discussions.

Consultation will also occur with the Health Services Union as per *NSW Health Policy PD2012_021 Managing Excess Employees of NSW Health Service*.

6. Employee Assistance Program

Staff are reminded of the availability of the Employee Assistance Program through Converge on 1300 687 327. This number is answered 24 hours per day, seven days a week to facilitate enquiries, booking requests and to provide assistance.

7. Restructure timeframe

Task	Documentation/Task	Timeframes (Indicative) Week Commencing
Consultation period with staff and unions commences	Restructure Consultation Paper and draft position descriptions	24 February 2023
Consultation period closes	-	17 March 2023
Feedback reviewed and considered.	Restructure Consultation Paper Feedback from consultation	20 – 29 March 2023
Final consultation document incorporating any changes identified during consultation approved and circulated.	Restructure Consultation Paper (Final)	5 April 2023
Written advice issued to affected staff	Letter to advise of 'affected status'	19 April 2023
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to positions	26 April 2023
Positions advertised	Through merit selection recruitment process	3 May 2023
Selection process for positions commences	Assessment of applications and interviews	31 May 2023
Written advice issued to staff appointed to positions	Letter to advise of appointments	7 June 2023

8. Position Descriptions (attached)

No.	Position Title
8.1	Business and Costing Analyst – proposed (to be graded)
8.2	Revenue Team Leader – proposed (to be graded)
8.3	Administration Officer Finance – proposed (to be graded)
8.4	Management Accountant – current PD including amendments
8.5	Community Engagement and Fundraising Manager - no changes to PD

9. Endorsement

Executive Sponsor

Name	Michaela Humphries
Position Title	Director of Finance, Business Strategy and Performance
Signature	
Date	

8. Proposed Position Descriptions

8.1 Business and Activity Analyst – to be graded

Facility/Service	The Sutherland Hospital
Department	Finance and Performance
• Manager	Management Accountant - Performance, Activity and Budget
• Position Number	
• Cost Centre	

• Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Position Description Title *	Business and Activity Analyst	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Managers (State) Award	
Position Classification* <i>List all classifications relevant to this position</i>	Health Manager Lvl 2	
Job Category Coding (ROB)*	Finance and Audit	
Job Classification Coding (ROB)*	Financial Accounting	
Job Speciality Coding (ROB)	Financial Officer	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	NO	
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why	<i>(Mandatory)</i> <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i> <i>Cannot exceed 3400 characters</i>	The Business and Activity has high level accountability and responsibility for the Sutherland Hospital performance reporting obligations. The role will enhance the understanding and engagement of facility based senior managers and clinical staff of the importance of accurate data capture and local facility understanding of the impact of

does this role exist?"		changed activity, complexity both in terms of services delivery and also financial implications to facilities in an Activity Based Funding (ABF) and Management environment.
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• Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<p>(Free Text)</p> <p><i>Cannot exceed 3800 characters</i></p>	<ul style="list-style-type: none"> • The incumbent is a member of the Finance Performance Team which has responsibility for providing high quality information and advice essential to informing the LHD's patient management and service planning and the optimisation of funding within an ABF framework. • Management of the ABF data streams contributes to the accuracy of the high priority performance indicators. This includes the management of data and data systems to ensure the integrity and reliability of the information and reports. • Principal responsibility for the extraction of data and provision of high level analyses and consultation with facility managers and clinical staff with respect to patient activity and performance • Provide high level leadership and technical advice and maintain knowledge of the ABF data streams • In addition to consultation and education processes provide activity reports and performance results to inform the performance framework and enable the accurate projection of targets • Provide high level leadership and guidance as member of the Finance and Performance Team, to ensure the priorities of the team as a whole are achieved across all relevant data streams and priority areas. • Be responsible for the enhanced implementation of data and reporting systems and controls to support the management of activity and reporting requirements consistent with Policy Directives, data requirements and business rules relevant to principal data stream responsibilities • Ensure the achievement of internal and external reporting requirements, with respect to accuracy (compliance with NSW Health policies and directives), format, content and deadline. • Ensuring risks or trends with respect to the achievement of performance targets or similar are identified and escalated in a timely manner including analysis of performance and identification of associated risk factors.
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		<ul style="list-style-type: none"> Develop and prepare performance and activity reports for the LHD Executive, Health Services and the Ministry of Health
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• Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

Cannot exceed 1000 characters per Key Challenge

Challenges	Achieve reporting deadlines and project milestones in a high pressure environment with a wide range of stakeholders, often with competing needs and priorities; Remain abreast of relevant technology and technological changes that may impact; an understanding and appreciation of clinical data trends within NSW and other state jurisdictions.
Decision Making	Demonstration of analytical and problem solving skills with the ability to troubleshoot technical and data integrity issues as they arise in a rapidly evolving Activity Based Funding environment.
Communication	High level communication skills to effectively maintain internal and external relationships with stakeholders

• Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships <i>3 max - Cannot exceed 200 characters per line</i>	Who?	Performance, Activity and Budget Management Accountant
	Why?	Operational and Professional line manager – receive direction, subject matter expertise, escalate issues and share ideas
	Who?	Finance and Performance Team
	Why?	Participate in meetings, share information, provide advice
	Who?	Internal takeholders
	Why?	This role contributes to the strategic direction of the health service and requires the formation and maintenance of strong and effective relationships with senior managers and staff at all levels in the organisation.
Does this role routinely interact with external stakeholders?		
Key External Relationships <i>2 max - Cannot exceed 200 characters per line</i>	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

• **Section 5 – Staffing/Responsible for**

Number of direct and indirect reports to position.

Direct Reports	nil
Indirect Reports	nil

• **Section 6 – Financial Delegation**

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	nil
Other \$	nil

• **Section 7 – Essential Requirements**

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

Essential Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and

		reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text) Cannot exceed 3500 characters	

• Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	Tertiary qualification in Business, Commerce, Information Management or Health Administration and/or extensive experience in using data management and analysis skills to achieve improved operational outcomes preferably within a large organisation.
2	Experience in the management of health service data collection systems including extensive knowledge of services and service delivery in a large and diverse health service and ability to analyse and interpret health service activity data in an operational context
3	Demonstrated detailed understanding of the relationship between patient activity data and patient management, service planning and activity based funding (Activity Based Funding / Management principles).
4	Demonstrated experience or the capacity to quickly acquire understanding and application relating to the use of Health Information systems, such as Patient Administration Systems and eMR and advanced skills in MS Office software
5	Highly developed analytical, conceptual, and problem solving skills with the demonstrated capacity to identify trends and issues and report risks to enable responsive service management and planning
6	High-level communication and interpersonal skills with demonstrated ability to consult and negotiate with key internal and external stakeholders
7	Demonstrated ability and capacity to work under pressure to meet deadlines and to work independently as well as part of a team.

• Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

Other Requirements	(Mandatory) PM team will include this text	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory) PM team will include relevant text dependent on whether the position has direct reports or not	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and

		effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text) <i>Cannot exceed 3800 characters</i>	

• Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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• Section 11 – Capabilities for the Role

• **Currently only being used for Allied Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.



	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.



• **Section 12 – Job Demands Checklist**

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Repetitive
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Choose an item.
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

• Word Counts

• Section 1	• <i>Position Title</i>	200 characters
	• <i>Primary Purpose of the Role</i>	3400 characters
• Section 2	• <i>Standard Key Accountabilities</i>	3500 characters
• Section 3	• <i>Key Challenges – Challenges</i>	1000 characters
	• <i>Key Challenges – Decision Making</i>	1000 characters
	• <i>Key Challenges – Communication</i>	1000 characters
• Section 4	• <i>Key Relationships – Who (each)</i>	200 characters
	• <i>Key Relationships – Why (each)</i>	500 characters
• Section 7	• <i>Essential Requirements</i>	3500 characters
• Section 8	• <i>Selection Criteria (each)</i>	1000 characters
• Section 9	• <i>Other Requirements</i>	3800 characters
• Section 10	• <i>Disqualification Questions</i>	200 characters

POSITION DESCRIPTION – Draft

8.2 Revenue Team Leader – to be graded

Facility/Service	The Sutherland Hospital
Department	Finance and Performance
• Manager	Management Accountant – Revenue, Capital Management, Aged Care and Community
• Position Number	
• Cost Centre	

• Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Position Description Title *	Revenue Team Leader	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Manager (State) Award	
Position Classification* <i>List all classifications relevant to this position</i>	Health Manager Lvl 1	
Job Category Coding (ROB)*	Finance and Audit	
Job Classification Coding (ROB)*	Accounts payable/ Receivable	
Job Speciality Coding (ROB)	Financial Officer	
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	A04 3 FTE & A03 1.5 FTE
Primary Purpose of the role*	<i>(Mandatory)</i> <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and

A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"		well, and to providing the best possible compassionate care when people need it.
	(Free text) Cannot exceed 3400 characters	This role co-ordinates the delivery of revenue functions including patient billing to achieve compliance, facilitate financial decision making and create an effective internal control environment that builds financial sustainability. The role will lead the team of Patient Liaison Officers and Cashiers at The Sutherland Hospital.

• Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*		<ul style="list-style-type: none"> • Coordinate, monitor and provide data, analysis and reporting collaboratively within the Finance Team and across the organisation to optimise the generation of revenue; • Implement and provide professional, detailed, accurate and timely documentation and processes to support an effective internal control environment; • Assist in the preliminary analysis of funding proposals and provide recommendations to direct line manager that help achieve financially sustainable outcomes for the organisation; • Support and educate site based staff to deliver on time data through team work and collaboration to ensure information is appropriately recorded, retained and available for timely revenue processing and to meet stakeholder needs; • Manage and maintain records and records management systems to enable the use of revenue information to inform business decisions; • Plan and deliver project work and support the Finance team as required • Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with stakeholders. • Maintain responsibilities for personal and professional development by participating in training and education activities, and performance reviews in order to continuously improve the level and quality of service. • Recruit, coach, mentor and performance develop Patient Liaison Officers and Cashiers, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit. •
	(Free Text) Cannot exceed 3800 characters	

• Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

Cannot exceed 1000 characters per Key Challenge

Challenges	Demonstration of analytical and problem solving skills with the ability to troubleshoot; Balancing limited resources to meet competing customer needs and expectations; managing workload whilst concurrently managing to achieve positive outcomes;
Decision Making	Revenue Team Leader has substantial autonomy in the day-to-day management of staff and other resources of the PLO and Cashiers, including determining priorities and schedules for others to achieve work objectives.
Communication	High level communication skills to effectively maintain internal and external relationships with stakeholders

• Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships <i>3 max - Cannot exceed 200 characters per line</i>	Who?	Management Accountant
	Why?	Operational and professional line manager – receive direction, subject matter expertise, escalate issues and share ideas
	Who?	Finance and Performance Team
	Why?	Participate in meetings, share information, provide advice
	Who?	PLO and Cashiers
	Why?	Provide advice, support and guidance and manage day to day activities of the team
Does this role routinely interact with external stakeholders?		
Key External Relationships <i>2 max - Cannot exceed 200 characters per line</i>	Who?	Third Party providers including private health funds, Healthshare
	Why?	Obtain information, financial processing, receive advice and facilitate patient revenue outcomes
	Who?	Patients, clients and consumers
	Why?	Provide customer service and share information
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

• Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	nil
Indirect Reports	nil

• **Section 6 – Financial Delegation**

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	nil
Other \$	nil

• **Section 7 – Essential Requirements**

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

Essential Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation’s safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.
	(Free Text) <i>Cannot exceed 3500 characters</i>	

• **Section 8 – Selection Criteria**

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	Tertiary qualification in Business, Accounting or Health Administration and/or relative extensive experience in finance and/or revenue in a complex organisation
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2	Well-developed interpersonal, verbal and written communication skills to liaise with staff from a range of professional backgrounds, identify needs and concerns and negotiate acceptable outcomes
3	Demonstrated high level planning, processing, reporting and monitoring skills in the context of patient revenue
4	Demonstrated ability to perform a range of management and administrative tasks, monitoring, training and managing workflows
5	Demonstrated capacity to provide sound advice, use analytical and problem solving skills and support learning in others and the ability to develop and manage the performance of staff providing ongoing feedback and coaching
6	Experience in the use of software packages including Microsoft Office Suite and Excel
7	Effective time management and demonstrated ability to prioritise to complete tasks to agreed timeframes in a complex environment.

•

• Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

Other Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text) <i>Cannot exceed 3800 characters</i>	

• Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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• **Section 11 – Capabilities for the Role**

• **Currently only being used for Allied Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

• **Section 12 – Job Demands Checklist**

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable

Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Repetitive
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Choose an item.
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable

Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

• **Word Counts**

• Section 1	• <i>Position Title</i>	200 characters
	• <i>Primary Purpose of the Role</i>	3400 characters
• Section 2	• <i>Standard Key Accountabilities</i>	3500 characters
• Section 3	• <i>Key Challenges – Challenges</i>	1000 characters
	• <i>Key Challenges – Decision Making</i>	1000 characters
	• <i>Key Challenges – Communication</i>	1000 characters
• Section 4	• <i>Key Relationships – Who (each)</i>	200 characters
	• <i>Key Relationships – Why (each)</i>	500 characters
• Section 7	• <i>Essential Requirements</i>	3500 characters
• Section 8	• <i>Selection Criteria (each)</i>	1000 characters
• Section 9	• <i>Other Requirements</i>	3800 characters
• Section 10	• <i>Disqualification Questions</i>	200 characters

POSITION DESCRIPTION – Draft

8.3 Administration Officer Finance – to be graded

Facility/Service	The Sutherland Hospital
Department	Finance and Performance
• Manager	Programs and Clinical Operations Management Accountant
• Position Number	
• Cost Centre	

• **Section 1 – Role Details**

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Position Description Title *	Administration Officer – Finance	
Does this role require Multiple Awards?*	NO	

Award* <i>List all relevant Awards</i>		Health Employees Administrative Staff (State) Award
Position Classification* <i>List all classifications relevant to this position</i>		Admin Officer Lvl 5
Job Category Coding (ROB)*		Finance and Audit
Job Classification Coding (ROB)*		Financial Audit
Job Speciality Coding (ROB)		Financial Officer
Does this require Senior Executive Level Standards?		NO
Does this role manage or supervise others?*		NO
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i> <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free text)</i> <i>Cannot exceed 3400 characters</i>	This position will provide a high level of specialised support for the Finance and Performance team to enable efficient and effective operations to achieve business and service objectives for the facility.

• **Section 2 – Key Accountabilities**

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

Standard Key Accountabilities*	<i>(Free Text)</i> <i>Cannot exceed 3800 characters</i>	<ul style="list-style-type: none"> • To carry out procedures and complete documentation in accordance with MOH accounting and auditing standards • Review and verify transactions within Oracle General Ledger to ensure that all the information appearing within the cost centre/departments is accurate and complete and report any irregularities • Process monthly journals for the facility and other administrative tasks • Raising of invoices • Assist in the provision of financial information to meet month end reporting requirements of the District, including Stafflink/ Oracle Reports • Distribution and provision of financial analysis and reconciliations of service usage by the facility and

		<p>identification of issues which require further investigation</p> <ul style="list-style-type: none"> • Review Oracle General Ledger Trial Balances against source data in Payroll, Accounts Payable and other subsidiary systems and prepare correcting journals where necessary • Review ledger to determine accrual of expenditure/revenue on a monthly basis • Assist the finance team in ad hoc financial reporting • Assist in the preparation of the annual financial statements as required • Preparation and reconciliation of Financial KPI data for District Reporting • Ensure that professional and timely assistance is provided to internal stakeholders involved in budgetary control • Maintain responsibility for personal and professional development by participating in training/education activities and performance reviews/appraisals in order to continuously improve the level and quality of service • All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers
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• Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

Cannot exceed 1000 characters per Key Challenge

Challenges	Balancing limited resources to meet competing customer needs and expectations; managing workload whilst concurrently managing to achieve positive outcomes; managing time and prioritising issues given the diverse range of issues encountered simultaneously; work demands flowing from a number of sources; creation of sustainable reporting and monitoring systems to provide accurate, timely management support; identify & highlight key elements, patterns, results or relationships to identify source of problem and recommend solutions to any issues
Decision Making	The position is required to seek all relevant information in relation to the any issues and use their influencing skills in order to achieve an outcome which is beneficial to all parties; finance whilst ensuring work objectives are met • Undertakes negotiations around timelines for delivery of services
Communication	Internally, the Finance Officer is required to communicate regularly with District

	Finance, facilities and services on financial matters • Externally, the position will develop and maintain effective relationships with the Health Share and other Government Agencies and related services regarding financial matters
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• Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships <i>3 max - Cannot exceed 200 characters per line</i>	Who?	Programs and Clinical Operations Management Accountant
	Why?	Professional and operational manager
	Who?	TSH and Garrawarra Executive and Cost Centre Managers
	Why?	Provide and receive feedback in relation to financial matters
	Who?	District Finance Team
	Why?	Seek advice and review for financial issues
Does this role routinely interact with external stakeholders?		YES
Key External Relationships <i>2 max - Cannot exceed 200 characters per line</i>	Who?	Healthshare
	Why?	Financial matters and reporting
	Who?	External providers
	Why?	Financial matters, invoicing and other ad hoc enquiries
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		NO

• Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	nil
Indirect Reports	nil

• Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	nil
Other \$	nil

• Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

Essential Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text) <i>Cannot exceed 3500 characters</i>	

• Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	Relevant tertiary qualifications in accounting or relevant equivalent work experience, or a combination of study and work experience
2	Sound understanding of financial management and accounting concepts with demonstrated analytical skills across a large and complex organisation
3	Sound working knowledge of computerised mainframe financial systems preferably Oracle and proven ability in the use of Microsoft Office applications, particularly the use of Excel in a fast pace environment
4	Self motivated and ability to work with minimal supervision

5	Ability to prioritise work schedules to meet high volume journal processing and tight monthly deadlines
6	Effective written and oral communication skills with a proven ability to deal with various stakeholders, both internal and external to the organisation
7	Demonstrated experience in the provision of financial support with a commitment to customer service

•

• **Section 9 – Other Requirements (Optional)**

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

Other Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text) <i>Cannot exceed 3800 characters</i>	

• **Section 10 – Disqualification Questions**

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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• **Section 11 – Capabilities for the Role**

• **Currently only being used for Allied Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

• **Section 12 – Job Demands Checklist**

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable	Infrequent
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Not Applicable
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Not Applicable
Kneeling – remaining in a kneeling posture to perform tasks	Not Applicable
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Not Applicable
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Infrequent
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Not Applicable
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Frequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Occasional
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Not Applicable
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Repetitive
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Frequent
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable

Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Not Applicable
Inadequate Lighting – risk of trips, falls or eyestrain	Not Applicable
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Choose an item.
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

• Word Counts

• Section 1	• <i>Position Title</i>	200 characters
	• <i>Primary Purpose of the Role</i>	3400 characters
• Section 2	• <i>Standard Key Accountabilities</i>	3500 characters
• Section 3	• <i>Key Challenges – Challenges</i>	1000 characters
	• <i>Key Challenges – Decision Making</i>	1000 characters
	• <i>Key Challenges – Communication</i>	1000 characters
• Section 4	• <i>Key Relationships – Who (each)</i>	200 characters
	• <i>Key Relationships – Why (each)</i>	500 characters
• Section 7	• <i>Essential Requirements</i>	3500 characters
• Section 8	• <i>Selection Criteria (each)</i>	1000 characters
• Section 9	• <i>Other Requirements</i>	3800 characters
• Section 10	• <i>Disqualification Questions</i>	200 characters

8.4 Management accountant - with amendments

Facility/Service	The Sutherland Hospital
Department	Finance and Performance
• Manager	Director of Finance, Performance and Business Strategy
• Position Number	
• Cost Centre	

• Section 1 – Role Details

Contains key information about the role. Fields marked with asterisk (*) are mandatory

Position Description Title *	Management Accountant	
Does this role require Multiple Awards?*	NO	
Award* <i>List all relevant Awards</i>	Health Mgr Lvl 3	
Position Classification* <i>List all classifications relevant to this position</i>	Health Managers (State) Award	
Job Category Coding (ROB)*	Finance and Audit	
Job Classification Coding (ROB)*	Financial Management and Reporting	
Job Speciality Coding (ROB)		
Does this require Senior Executive Level Standards?	NO	
Does this role manage or supervise others?*	YES	1FTE
Primary Purpose of the role* A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	(Mandatory) <i>PM team will include this text</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	(Free text) <i>Cannot exceed 3400 characters</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is ' exceptional care, healthier lives '. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Reporting to the Director of Finance, Business Strategy & Performance, the Management Accountant directly contributes to the Sutherland Hospital and Garrawarra

		<p>Centre meeting its financial management obligations and the effective implementation of finance systems to deliver efficiencies and to support the reliability, integrity and accuracy of financial information. The position will be responsible for the provision of management accounting services including efficiency planning and financial performance monitoring for Finance, Corporate and other Support Services within the Sutherland Hospital.</p> <p>The Management Accountant will be responsible for one of three domains; Performance Activity and Budget, Revenue Capital Management and Aged Care, Programs and Clinical Operations</p>
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• Section 2 – Key Accountabilities

Describe what is expected of the position and the end results required. Each accountability statement should be comprised of a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p>Standard Key Accountabilities*</p>	<p>(Free Text)</p> <p>Cannot exceed 3800 characters</p>	<p>Under the direction of the Director of Finance, Business Strategy & Performance, manage day to day management accounting activities within allocated portfolios.</p> <ul style="list-style-type: none"> • Provide advice, technical support, information and data to support best practice financial management to Department Managers and Cost Centre Managers. • Take a leading role in ensuring Department Managers maximise performance within the funds allocated. • Ensure the reliability, integrity and accuracy of financial information is of the highest standard, and provided in a timely manner to Department Managers, Cost Centre Managers, Senior Finance Managers and the TSH Executive. • Review budget controls within each department to maximise efficiency and support the evolution of a service line management culture across the sites. • Provide accurate financial and variance analysis reporting within short timeframes. • Provide analysis, journal submission and reporting of specific expenditure and/or revenue items as required. • Provide Savings Strategy monitoring & reporting for departments within the assigned portfolio. Undertake special project reporting as required. • Build and maintain effective relationships and working partnerships with other groups within Financial Services and work closely with the Business Quality Manager Garrawarra Centre to consolidate information and assure continuity of service. • Contribute to the process of financial reform to meet savings targets and to maximise revenue. Within
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		<p>allocated portfolios, lead the implementation of financial policy reforms to ensure robust financial management systems and controls operate to support the management of TSH's financial and legal risks.</p> <ul style="list-style-type: none"> • Work with and assist internal and external auditors to ensure TSH meets its reporting and audit requirements. • Assess risks and systems failures and analyse, plan, implement and manage processes, systems and controls to protect TSH's financial and physical resources and to ensure the reliability, integrity and accuracy of financial information. • Contribute to the annual budgeting process and the development of internal budget allocation letters and associated attachments. • Prepare correspondence, briefs and reports appropriate for circulation to staff, internal escalation and external distribution. • Contribute to the risk management framework for Finance related risks within TSH. Contribute to the reporting of Key Performance Indicators for Financial Services. <p>Support the management of excessive annual leave and excessive sick leave to achieve targets and reduce organisational liabilities.</p> <ul style="list-style-type: none"> • Support for the management of Workers Compensation and injury management (return to work). Develop business cases, enhancement proposals, business plans and briefs and contribute to business planning within allocated portfolios. • Will demonstrate excellent leadership, communication and interpersonal skills, provide support and guidance with the ability to motivate and manage staff
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• Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence it has. This should not restate the Key Accountabilities. We recommend 2-3 concise sentences for each Key Challenge.

Cannot exceed 1000 characters per Key Challenge

Challenges	<ul style="list-style-type: none"> • Lead complex organisational wide projects ensuring high levels of stakeholder input, often with staff that have limited formal financial management training or experience. • Ensure an appropriate balance between the need to address immediate operational issues and the need to plan strategically with regard to longer term implications and objectives. • Ensure budgets are met in an environment of increasing demand and finite resources. Assist in the co-ordination and amalgamation of key
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	<p>data from across TSH to facilitate accurate and timely output based reporting.</p> <ul style="list-style-type: none"> • Manage projects to support the achievement of financial targets and savings strategies and the application of best practice financial management within the allocated portfolio. • Mentor non-Finance staff on the application of finance systems, policies and procedures. • Assist to improve and consolidate reporting processes for TSH.
Decision Making	<ul style="list-style-type: none"> • The Management Accountant is accountable for the provision of high level and strategic advice and the achievement of work priorities. • The position holder is expected to operate with minimal supervision demonstrating leadership and sound judgment in managing allocated portfolios. • Under the direction of the Director of Finance, Business Strategy & Performance, the Management Accountant makes key decisions relating to models, strategies, plans and policies that guide the development of the team and in monitoring and evaluating performance.
Communication	<ul style="list-style-type: none"> • The Management Accountant provides verbal and written advice and recommendations on matters to Department Managers and the Director of Finance, Business Strategy & Performance. • This role contributes to the strategic direction of the service and requires formation and maintenance of strong relationships with senior managers and staff at all levels in the organisation together with the ability to lead change and influence stakeholder groups. • Internal contact focuses primarily on facilitation of a consultative approach to performance monitoring and improvement. Internal contact focuses primarily on facilitation of a consultative approach to performance monitoring and improvement. • Externally, the incumbent establishes and maintains a network of contacts with key industry stakeholders including the Local Health District, Ministry of Health and colleagues in other Local Health Districts. The position will be required to prepare complex reports, briefs and submissions.

• Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

Key Internal Relationships <i>3 max -</i>	Who?	TSH Director of Finance, Business Strategy & Performance
	Why?	Receive leadership, guidance and support. Deliver value adding strategic financial, planning and performance advice and guidance.

<i>Cannot exceed 200 characters per line</i>	Who?	District Finance, TSH and Garrawarra Centre and clinical staff as required
	Why?	Provide support and assure continuity of service
	Who?	
	Why?	
Does this role routinely interact with external stakeholders?		Choose an item.
Key External Relationships <i>2 max - Cannot exceed 200 characters per line</i>	Who?	
	Why?	
	Who?	
	Why?	
Is this a Public Senior Executive Role which manages relationship at the Ministerial level?		Choose an item.

• **Section 5 – Staffing/Responsible for**

Number of direct and indirect reports to position.

Direct Reports	1
Indirect Reports	

• **Section 6 – Financial Delegation**

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	
Other \$	

•

• **Section 7 – Essential Requirements**

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

Please do not use the Mandatory text below within other sections.

Essential Requirements	<p><i>(Mandatory)</i></p> <p><i>PM team will include this text</i></p> <ul style="list-style-type: none"> All staff are required to complete and submit a Pre-employment Health Declaration Form Dependent on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check.
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	<p>(Mandatory)</p> <p><i>PM team will include relevant text dependent on whether the position has direct reports or not</i></p>	<ul style="list-style-type: none"> • Staff who supervise others: As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable. • Staff who do not supervise others: You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	<p>(Free Text)</p> <p><i>Cannot exceed 3500 characters</i></p>	

• Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria into separate Selection Criteria boxes.

1	A tertiary qualification in Accounting, Business or Commerce and/or meet the requirements to be a member of a recognised Australian Professional Accounting Body.
2	Extensive experience in management accounting
3	Significant experience and skills using a recognised Financial Management Information System in a large organisation.
4	Demonstrated high level of interpersonal skills, written and verbal communication skills and experience in liaison and negotiation at all levels and with a wide range of stakeholders
5	Demonstrated ability to develop business cases, enhancement proposals, business plans and briefs
6	Demonstrated excellent analytical skills and capacity to interpret financial and non- financial data (such as activity and full time equivalent data).
7	Demonstrated understanding of hospital funding methods using activity based funding

• Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

Please do not use the Mandatory text below within other sections.

Other Requirements	(Mandatory) <i>PM team will include this text</i>	<ul style="list-style-type: none"> Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
	(Mandatory) <i>PM team will include relevant text dependent on whether the position has direct reports or not</i>	<ul style="list-style-type: none"> Staff who supervise others: Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit Staff who supervise others: Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget
	(Free Text) <i>Cannot exceed 3800 characters</i>	

• Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

Disqualification Questions	<i>Currently Unavailable</i>
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• Section 11 – Capabilities for the Role

• **Currently only being used for Allied Health**

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.

Capability Group	Focus?	Capability	Level
Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Choose an item.
	<input type="checkbox"/>	Act with Integrity	Choose an item.
	<input type="checkbox"/>	Manage Self	Choose an item.
	<input type="checkbox"/>	Value Diversity	Choose an item.
Relationships	<input type="checkbox"/>	Communicate Effectively	Choose an item.
	<input type="checkbox"/>	Commitment to Customer Service	Choose an item.
	<input type="checkbox"/>	Work Collaboratively	Choose an item.
	<input type="checkbox"/>	Influence and Negotiate	Choose an item.
Results	<input type="checkbox"/>	Deliver Results	Choose an item.
	<input type="checkbox"/>	Plan and Prioritise	Choose an item.
	<input type="checkbox"/>	Think and Solve Problems	Choose an item.
	<input type="checkbox"/>	Demonstrate Accountability	Choose an item.
Business Enablers	<input type="checkbox"/>	Finance	Choose an item.
	<input type="checkbox"/>	Technology	Choose an item.
	<input type="checkbox"/>	Procurement and Contract Management	Choose an item.
	<input type="checkbox"/>	Project Management	Choose an item.
People Management	<input type="checkbox"/>	Manage and Develop People	Choose an item.
	<input type="checkbox"/>	Inspire Direction and Purpose	Choose an item.
	<input type="checkbox"/>	Optimise Business Outcomes	Choose an item.
	<input type="checkbox"/>	Manage Reform and Change	Choose an item.

• Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
* Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – note: N/A is not acceptable	Infrequent
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Occasional
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Frequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Frequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Not Applicable
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Frequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Not Applicable
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Constant

Hand and Arm Movements – repetitive movements of hands and arms	Constant
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Constant
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
SENSORY DEMANDS - Description (Comment)	FREQUENCY
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Repetitive
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Repetitive
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Choose an item.
PSYCHOSOCIAL DEMANDS - Description (Comment)	FREQUENCY
Distressed People – e.g. emergency or grief situations	Not Applicable
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Not Applicable
Unpredictable People – e.g. dementia, mental illness, head injuries	Not Applicable
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
ENVIRONMENTAL DEMANDS - Description (Comment)	FREQUENCY
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Choose an item.
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Not Applicable
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

• **Word Counts**

• Section 1	• <i>Position Title</i>	200 characters
	• <i>Primary Purpose of the Role</i>	3400 characters
• Section 2	• <i>Standard Key Accountabilities</i>	3500 characters

• Section 3	• <i>Key Challenges – Challenges</i>	1000 characters
	• <i>Key Challenges – Decision Making</i>	1000 characters
	• <i>Key Challenges – Communication</i>	1000 characters
• Section 4	• <i>Key Relationships – Who (each)</i>	200 characters
	• <i>Key Relationships – Why (each)</i>	500 characters
• Section 7	• <i>Essential Requirements</i>	3500 characters
• Section 8	• <i>Selection Criteria (each)</i>	1000 characters
• Section 9	• <i>Other Requirements</i>	3800 characters
• Section 10	• <i>Disqualification Questions</i>	200 characters

8.5 Community Engagement and Fundraising Manager (No changes to position description)

SESLHD - Community Engagement and Fundraising Manager

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Organisation	NSW Health
Local Health District / Agency	South Eastern Sydney Local Health District
Position Classification	Health Mgr Lvl 2
State Award	Health Managers (State) Award
Category	Volunteers Volunteers Management
Website	www.seslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The vision for South Eastern Sydney Local Health District (SESLHD) is '**exceptional care, healthier lives**'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it. Lead and manage the consumer engagement and fundraising strategy for The Sutherland Hospital, as well as the operations of Volunteer and Chaplaincy Services and the Community Relations Department, to facilitate delivery of quality, cost effective services and the achievement of business and service objectives.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW. Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL REQUIREMENTS

- All staff are required to complete and submit a Pre-employment Health Declaration Form
- Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Criminal Record Check (NCRC) and/or Aged Care Check
- As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

Advance fundraising opportunities for TSH

Manage the receipting of funds raised in accordance with the Accounts and Audit Determination

Provide a high level of leadership and management of Volunteer and Chaplaincy Services and the Community Relations Department to ensure services are delivered within agreed timeframes, quality standards and budgetary constraints

Build and maintain strategic relationships by liaising, consulting and negotiating with internal and external stakeholders to identify key volunteer, chaplaincy and fundraising issues and provide effective solutions

Recruit, coach, mentor, train and performance manage volunteers to attract and retain new volunteers with cultural and generational diversity and develop the capabilities of the team to undertake changing roles and responsibilities Contribute to the development and implementation of business and strategic plans, policies, procedures, standards and practices, to ensure the achievement of business and service objectives

Promote continual improvement and focus on superior service by establishing and reviewing performance indicators and relevant reporting systems

Prepare high level business correspondence, including briefs and reports pertaining to Volunteer and Chaplaincy Services and the Community Relations Department

Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees/external stakeholders

Maintain responsibilities for personal and professional development by participating in training/education activities, and performance reviews in order to continuously improve the level and quality of service

All staff are expected to take reasonable care that their actions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given them and with any reasonable policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role

Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources within budget. This includes leading and implementing a fundraising strategy that involves a coordinated and uniform approach to fundraising, mapping of fundraising opportunities, maintaining appropriate financial records, and development of a donation framework and supporting processes

Lead strategic growth in fundraising income, including bequests, major donors, regular giving, corporate philanthropy, third party fundraising, trusts and foundations, tributes and events, and provide advice to the Hospital Executive regarding fundraising policies and procedures

Lead, motivate and support services and divisions to implement fundraising strategies, and provide ongoing communication, support and education on fundraising practice and outcomes

KEY CHALLENGES

- Challenges: Create fundraising opportunities for TSH Participating in consultations with internal and

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external stakeholders often where there are competing needs/objectives
Balancing limited resources to meet competing customer needs and expectations and dealing with high volume workloads whilst concurrently managing to achieve positive outcomes Managing time and prioritising issues given the diverse range of issues encountered simultaneously and work demands flowing from a number of sources

- Decision Making: Services, including managing the performance for others to achieve work objectives. Undertakes negotiations around timelines for delivery of services. The Community Engagement and Fundraising Manager has substantial autonomy in the management of volunteers and other resources of the Community Relations Department and Volunteer and Chaplaincy
- Communication: Internally, the Community Engagement and Fundraising Manager is required to work closely with the Revenue Manager to ensure all receipts are appropriately accounted for. Internally, the Community Engagement and Fundraising Manager is required to communicate regularly with volunteers and chaplains on operational matters impacting on these groups. Internally, the Community Engagement and Fundraising Manager is also required to communicate with other Hospital staff, particularly the Hospital Executive and Department Managers, in relation to fundraising opportunities and activities.
Externally, the Community Engagement and Fundraising Manager will develop and maintain effective relationships with external groups or companies, stakeholders to lead strategic growth in fundraising income -including bequests, major donors, regular giving, corporate philanthropy, third party fundraising, trusts and foundations, tributes and

KEY RELATIONSHIPS

Who	Why
To be discussed on commencement in the position	

SELECTION CRITERIA

- Relevant tertiary qualifications or relevant equivalent work experience, or a combination of study and work experience
- Demonstrated high level verbal and written communication skills, interpersonal and influencing skills with a strong customer service approach
- Demonstrated strong negotiation and delegation skills
- Detailed knowledge of contemporary issues in management including financial, human resource and organisational management
- Demonstrated high level analytical and problem solving skills that lead to the development of innovative solutions to workplace issues

6. Demonstrated ability to develop and maintain effective working relationships with senior management and other key stakeholders
7. Demonstrated ability to assist in the development of policy and processes in accordance with approved guidelines
8. Demonstrated knowledge of current issues in consumer engagement and fundraising, including industrial, legislative, regulatory and accreditation requirements.

OTHER REQUIREMENTS

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- Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees
- Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit
- Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget.

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Job Demands for: SESLHD - Community Engagement and Fundraising Manager

Physical Demands	
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials Infrequent	Sitting - remaining in a seated position to perform tasks Frequent
Standing - remaining standing without moving about to perform tasks Occasional	Walking - floor type: even/uneven/slippy, indoors/outdoors, slopes Occasional

<p>Running - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Not Applicable</p>	<p>Bend/Lean Forward from Waist - forward bending from the waist to perform tasks</p> <p>Occasional</p>
<p>Trunk Twisting - turning from the waist while sitting or standing to perform tasks</p> <p>Occasional</p>	<p>Kneeling - remaining in a kneeling posture to perform tasks</p> <p>Infrequent</p>
<p>Squatting/Crouching - adopting a squatting or crouching posture to perform tasks</p> <p>Infrequent</p>	<p>Leg/Foot Movement - use of leg and/or foot to operate machinery</p> <p>Infrequent</p>

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<p>Climbing (stairs/ladders) - ascend/descend stairs, ladders, steps</p> <p>Frequent</p>	<p>Lifting/Carrying - light lifting and carrying (9 kg)</p> <p>Occasional</p>
<p>Lifting/Carrying - moderate lifting and carrying (10 to 15 kg)</p> <p>Infrequent</p>	<p>Lifting/Carrying - heavy lifting and carrying (16kg and above)</p> <p>Not Applicable</p>

<p>Reaching - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p>Pushing/Pulling/Restraining - using force to hold/restrain or move objects toward or away from the body</p> <p>Infrequent</p>
<p>Head/Neck Postures - holding head in a position other than neutral (facing forward)</p> <p>Infrequent</p>	<p>Hand and Arm Movements - repetitive movements of hands and arms</p> <p>Infrequent</p>
<p>Grasping/Fine Manipulation - gripping, holding, clasping with fingers or hands</p> <p>Occasional</p>	<p>Work at Heights - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Infrequent</p>
<p>Driving - Operating any motor powered vehicle</p> <p>Occasional</p>	

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POSITION DESCRIPTION

SESLHD - Community Engagement and Fundraising Manager

Sensory Demands

<p>Sight - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p>Hearing - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p>Smell - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Infrequent</p>	<p>Taste - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Infrequent</p>
<p>Touch - use of touch is an integral part of work performance</p> <p>Infrequent</p>	

Psychosocial Demands

<p>Distressed People - e.g. emergency or grief situations</p> <p>Infrequent</p>	<p>Aggressive and Uncooperative People - e.g. drug/alcohol, dementia, mental illness</p> <p>Infrequent</p>
<p>Unpredictable People - e.g. dementia, mental illness, head injuries</p> <p>Occasional</p>	<p>Restraining - involvement in physical containment of patients/clients</p> <p>Infrequent</p>

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POSITION DESCRIPTION

SESLHD - Community Engagement and Fundraising Manager

<p>Exposure to Distressing Situations - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Infrequent</p>	
Environmental Demands	
<p>Dust - exposure to atmospheric dust</p> <p>Infrequent</p>	<p>Gases - working with explosive or flammable gases requiring precautionary measures</p> <p>Infrequent</p>
<p>Fumes - exposure to noxious or toxic fumes</p> <p>Infrequent</p>	<p>Liquids - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Infrequent</p>
<p>Hazardous Substances - e.g. dry chemicals, glues</p> <p>Infrequent</p>	<p>Noise - environmental/background noise necessitates people raise their voice to be heard</p> <p>Infrequent</p>
<p>Inadequate Lighting - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p>Sunlight - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Infrequent</p>

Extreme Temperatures - environmental temperatures are less than 15°C or more than 35°C

Infrequent

Confined Spaces - areas where only one egress (escape route) exists

Infrequent

POSITION DESCRIPTION

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Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground

Infrequent

Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls

Infrequent

Working At Heights - ladders/stepladders/scaffolding are required to perform tasks

Biological Hazards - exposure to body fluids, bacteria, infectious diseases

Infrequent

Infrequent