

## ROLE STATEMENT

**ROLE TITLE:** Director, Financial Management and Improvement

**POSITION NUMBER:** P30236

**CLASSIFICATION:** SAES1

**CRIMINAL & RELEVANT HISTORY SCREENING:** General Probity (NPC)

**REPORTS TO:** Executive Director, Finance and Business Advisory

**AGENCY:** Central Adelaide Local Health Network

**DIVISION:** Finance

**IMMUNISATION RISK CATEGORY:** Category B (minimal patient contact)

### CALHN PROFILE:

At Central Adelaide Local Health Network (CALHN) we are shaping the future of health with world-class care and research. This is fundamental in assisting us to achieve our vision of becoming one of the top five performing health services in Australia and one of the top 50 performing health services in the world.

To help us achieve our vision and our priorities, we have developed a set of strategic ambitions and values. Our values: People first - Future focussed - Ideas driven - Community minded; together with our vision and ambitions provide direction for everything that happens across our network. They outline who we are, what we stand for, what our consumers and their families can expect from us and what we can expect from each other. The values and behaviours are our 'being' and help us remain true to our purpose – providing our patients with the best possible care.

### ROLE PROFILE:

The Director, Financial Management and Improvement provides financial leadership to the Program and Corporate leadership teams to ensure that CALHN optimises its resources and delivers high quality, efficient care for its communities. The Director also provides strategic support to the Executive Director, Finance and Business Services and the wider executive team.

The Director is responsible for providing high quality management reporting and financial advice to CALHN relating to historical, actual and forecast performance. The role is responsible for establishing a robust internal control framework and ensuring that strong financial governance arrangements support the delivery of financial targets. The role is responsible for the provision of strong business support, analytics and insights through a team of Finance Business Partners embedded in the operational areas of CALHN. The Director will also be accountable for driving continuous improvement and business reform across the functional areas of CALHN.

The role will lead:

- The implementation of a Finance Business Partner model that is built upon trusted relationships with CALHN Program and corporate leadership teams.
- The development and monitoring of key performance metrics, working closely with internal program and corporate teams.
- The identification of appropriate data, analysis and insights to drive efficiencies, improve financial performance and deliver world class care.
- The deployment of continuous improvement methodologies that support contemporary business practices, optimise the use of existing technologies, enhance the patient journey and ensure the optimal use of resources.

## KEY ROLE OUTCOMES:

### The key outcomes required of the role include:

- Provide strategic leadership, direction and management to facilitate, support and enhance the network's ability to achieve strategic and business objectives, and to achieve performance standards established in the Service Performance Agreement.
- Enable and enhance an effective and trusted business partnership model with the CALHN Program and corporate leadership teams.
- Manage the production of multi-layer forecasts of CALHN financial performance at all points in time, ensuring incorporation of the effects of all pressures, efficiency improvements and actions being taken across the organisation.
- Lead the monthly review of financial performance at all levels within deadlines and make recommendations on actions to ensure financial performance meets targets and is fully understood and agreed by the programs and corporate functions.
- Identify and highlight quickly and appropriately any divergence from financial plans, targets or forecasts at any level and work with budget holders to develop mitigations to return performance to plan.
- Support the Executive Director, Finance and Business Services in implementing and maintaining accountability frameworks and processes that drive the delivery of program and corporate performance against budgetary targets, agreed key performance indicators and specific funded initiatives.
- Support the development of ambitious, achievable and aligned service plans and budgets, maintaining robust linkages with enablers including workforce, information, asset and capital planning and procurement.
- Accountable for all aspects of the trust management accounting service, including management of the monthly reporting cycle and delivery of effective financial reports to agreed deadlines.
- Ensure that financial management and governance processes are best practice and are followed appropriately.
- Provide timely and high-quality strategic insights, commercial/financial analysis, advice and reports to facilitate and enhance the achievement of business objectives.
- Develop a long-term strategy for the financial management service in the context of the shifting healthcare environment and agree with the Executive Director, Finance and Business Services.
- Lead and develop a team of Finance Business Partners, coaching them to provide excellent support to Program and corporate leadership teams, including a range of expert financial strategic / decision support reporting and actionable insights.
- Providing high level direction, recommendations and advice to Executive Management, Program Leadership and senior staff in relation to complex and critical business reform matters to ensure business practices are contemporary and fit for purpose.
- Leading, developing and fostering a positive work culture which is based on CALHN and SA Health values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation.

#### CHALLENGES:

**The immediate challenges for the role include, but are not limited to:**

- Providing financial leadership to the Programs and corporate functions, ensuring that CALHN continues to deliver and improve its financial performance.
- Continuing to enhance CALHN's financial governance framework and business management capabilities; and
- Providing strategic and operational financial leadership in the delivery of services, in a climate of significant reform and continuing change, to achieve the optimal use of resources.

#### KEY RELATIONSHIPS:

##### Internal

- Reports to the Executive Director Finance and Business Services (Direct Line)
- Finance Business Partners (Direct Reports)
- Strong working relationship with Executive Director Operations and Performance and Executive Management Team.
- Strong working relationship with Director of Finance and Business Advisory Services
- Strong working relationship with the Program Leadership teams (Program Director, Medical Lead, Nurse Lead and Allied Health Lead), corporate leadership teams, and business support staff that report to the Finance Business Partners.
- Strong working relationship with CALHN senior management, clinicians and other service key stakeholders.

##### External

- Strong working relationship with the integrated Finance function within the Department for Health and Wellbeing.
- Functional relationship with other SA Health local health networks and services.
- Representation for CALHN in relevant SA Health and SA Government network groups and business support and improvement/reform stakeholder groups.
- Working relationship with other external health providers and government agencies as required, including external corporate service providers e.g. SA Health Shared Services, E-Health, Finance and Procurement.
- Fosters a collaborative working relationship with a range of external agencies providing services to the Program.

#### DELEGATIONS:

- **Financial** in accordance with CALHN's Delegation of Authority Document
- **Human Resources** in accordance with CALHN's Delegation of Authority Document

#### **SAES SELECTION CRITERIA: CORE COMPETENCIES**

The South Australian Executive Service (SAES) is a community of executives from the South Australian public service united by its purpose to help people and businesses in South Australia thrive.

Founded in shared values, collective leadership and a prospective outlook, SAES work to improve the quality of strategic policy and service delivery for South Australia.

The core competencies of the SAES framework require executives to be able to:

- Shape Strategic Thinking and Change
- Achieve Results
- Drive business Excellence
- Forge Relationships and Engages Others
- Exemplify Personal Drive and Professionalism

#### **SPECIAL CONDITIONS / GENERAL REQUIREMENTS:**

- A contract term up to three years.
- Maintain a safe working environment by adopting appropriate management practices and understand, experience in, and ability to manage legislative requirements of the *Work Health and Safety Act 2012*.
- Work within the legislative requirements of the *Public Sector Act 2009* and the *Work Health & Safety Act 2012 (SA)*, *Return to Work Act 2014 (SA)*, *Independent Commissioner Against Corruption Act 2012 (SA)* and other relevant Acts and Regulations.
- Achieve performance targets that are negotiated and mutually agreed with the Chief Executive Officer and Executive Director, Finance and Business Services.

#### **HANDLING OF OFFICIAL INFORMATION:**

- SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised. SA Health employees will not misuse information gained in their official capacity.
- SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible.
- Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**KEY SELECTION CRITERIA / ESSENTIAL REQUIREMENTS**

- Tertiary qualification in accounting, economics or related financial / business management field.
- Accreditation and membership with a recognised professional accounting body.
- Outstanding interpersonal skills and self-awareness with proven ability to manage team dynamics and engage with key stakeholders at all levels.
- Excellent organisational skills with great attention to detail, able to work independently and proactively to prioritise and manage multiple tasks simultaneously.
- Proven effectiveness in a fast-paced and dynamic environment, a strong team player with high energy and a can-do attitude to lead, develop and motivate others to successfully achieve effective results within tight timeframes.
- Demonstrable senior experience leading business improvement in a large complex organisation.
- Demonstrable experience of building outstanding relationships and the ability to lead and facilitate teams and secure co-operation from others, including stakeholders from other functional groups within SA Health.
- Experience in providing positive leadership in a financial management and improvement role in a large complex organisation.
- Demonstrable experience in the management of financial resources and developing and implementing strategies to improve financial performance in a large complex organisation.
- Excellent presentation and communication skills both oral and written.
- Proven ability to evaluate projects and support the development of business cases.
- Substantial experience in establishing and managing strong performance and accountability frameworks.
- Knowledge of the Australian health system and emerging directions within health nationally and internationally.

Desirable

- Senior leadership experience in a finance role within a healthcare setting/quaternary hospital setting
- Awareness of the political and socio-economic sensitivities that impact on the planning, development, funding, delivery and management of health services.

**Executive:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date:        /        /

**Chief Executive Officer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date:        /        /