



OFFICIAL

HSS REGISTERED

Chief Financial Officer

Position Details

Position number: NM005750
Classification: Health Executive Grade B – Corporate
Directorate: Executive – North Metropolitan Health Service

Reporting Relationships

This position reports to:

CG000001	Chief Executive
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Positions under direct supervision:

Area Director Financial Business Partnering	HSO G-13	1.0 FTE
Director Finance Strategy and Performance	HSO G-12	1.0 FTE
Director Financial Services	HSO G-12	1.0 FTE
Director Financial Sustainability Program	HSO G-12	1.0 FTE
Executive Assistant	HSO G-4	1.0 FTE

Primary purpose of the role

Leads the development and implementation of financial strategies, initiatives and systems to support the North Metropolitan Health Service (NMHS) in achieving its service delivery objectives within allocated resources.

Provides strategic leadership and direction for financial sustainability and reform, budgeting, revenue enhancement, forecasting, accounting, financial reporting and risk management, planning and analysis.

Monitors, evaluates and advises on financial performance across NMHS clinical and corporate areas to ensure accountability for allocated budgets and the identification and management of financial risk.

Provides executive leadership, assurance and high-level strategic advice to the Chief Executive and NMHS site/service executive teams for functions within portfolio.

Undertakes the function of Chief Financial Officer for the NMHS.



Our values



CARE (Kaaradjiny)

We show empathy, kindness and compassion to all.



RESPECT (Ngargal-wirrn)

We are inclusive of others and treat everyone with courtesy and dignity.



INNOVATION (Milka kaaditj)

We strive for excellence and are courageous when exploring possibilities for our future.



TEAMWORK (Danjoo Yacker)

We work together as one team in a spirit of trust and cooperation.



INTEGRITY (Karnadjil)

We are honest and accountable and deliver as promised.

Our vision

To be a **transformative leader**, shaping the future of healthcare

Strategic plan

Our enduring purpose
Providing **excellent** compassionate care



About us

North Metropolitan Health Service (NMHS) is one of the largest health services in Western Australia, with three tertiary hospitals and two secondary hospitals, including:

- Sir Charles Gairdner Hospital
- King Edward Memorial Hospital
- Graylands Hospital
- Osborne Park Hospital
- Joondalup Health Campus.



Our highly skilled workforce includes more than 14,000 people dedicated to delivering sustainable, quality-health services.

We deliver a comprehensive range of adult specialist medical, surgical, mental health and obstetric services. Additionally, we offer a range of statewide and specialised multidisciplinary services from our hospital and clinic sites to people living across Western Australia, including:

- Dental Health Services
- Public Health
- State Forensics Mental Health Service
- BreastScreen WA
- Sexual Assault Resource Centre
- Cancer Network WA
- Genetic Health WA



Our medical research and education programs are well-renowned and support ongoing innovations in the treatment and care we provide. To support research, we collaborate with various partners to advance medical science and improve patient care.



Key Accountabilities

1. Strategic Leadership and Accountability

- 1.1 As a member of the North Executive Team (NET), contributes to decision making on whole-of-health issues for NMHS.
- 1.2 Provides strategic leadership and direction to ensure the effective and efficient planning and delivery of work within the position's portfolio, particularly with respect to financial sustainability and reform, budgeting, revenue enhancement, forecasting, financial accounting, risk management, reporting, planning and analysis.
- 1.3 Leads, oversees and provides executive assurance for functions within span of control.
- 1.4 Provides strategic and timely advice to the Chief Executive, NMHS Executive, NMHS Board and other internal and external stakeholders in relation to the performance of functions within span of control.
- 1.5 Escalates and reports identified risks to the Chief Executive; ensures risk management is a key focus and develops strategies and processes to manage financial risk effectively.
- 1.6 Demonstrates active leadership; promotes organisational development and cultural change across the NMHS, through effective communication, action and achievement of objectives.
- 1.7 Builds a competent team, driving and building the framework for continuous development of staff to ensure high performance within the division, ensuring objectives are transformed into actions and key deliverables are achieved.

2. Communication and Consultation

- 2.1 Leads and fosters a culture of open, clear and transparent communication with NMHS site/service executive teams; works collaboratively to drive the identification of strategies to ensure expenditure control and revenue enhancement to deliver balanced operating budgets.
- 2.2 Provides the Chief Executive with information, reports and recommendations regarding portfolio functions and progress on the implementation of relevant strategic business plans.
- 2.3 Initiates and facilitates forums and discussion with relevant areas to discuss and resolve issues relating to accountability, governance, control, reform and the implementation of strategic and operational plans, policies and initiatives as these apply to portfolio functions.
- 2.4 Establishes, develops and maintains strong working relationships with both internal and external stakeholders to effectively liaise, consult and negotiate with relevant professional, industry and non-government groups.

3. Specific Position and/or Operational Responsibilities

- 3.1 Performs the role of Chief Financial Officer (CFO) in accordance with the statutory provisions specified in the Financial Management Act 2006 (WA).
- 3.2 Oversees divisional operational budgets and resource alignment to ensure that NMHS financial, performance and service delivery objectives are met within allocated resources, in compliance with WA health system and public sector policies and legislation. Implements appropriate controls and strategies to achieve identified financial, performance and service delivery outcomes as required.
- 3.3 Ensures the NMHS financial and budget management framework provides a robust base for decisions about the allocation of resources to meet NMHS planned business outcomes.
- 3.4 Oversees the NMHS annual budget cycle to ensure budget development and reporting requirements are met.
- 3.5 Oversees and advises on NMHS-wide and individual business unit financial performance to ensure accountability for allocated budgets and effective identification and management of financial risk. Promotes a culture of budget awareness and accountability within NMHS.



- 3.6 Works with the Executive to ensure that financial stewardship and governance arrangements are in place to meet to meet financial performance targets and imperatives.
- 3.7 Leads the evaluation of financial performance under Activity Based Funding and partners with hospitals to embed the principles and skills required to successfully operate within an Activity Based Funding/Management environment.
- 3.8 Ensures portfolio functions operate with appropriate governance, in accordance with relevant legislative requirements, and in alignment with the policies and priorities of NMHS and the WA health system.
- 3.9 Oversight, monitors and evaluates performance of services and activities within portfolio to ensure they meet expected performance standards.

4. NMHS Values: *Care, Respect, Innovation, Teamwork, Integrity*

- 4.1 Reflect the NMHS values in the way you work, behave and make decisions.

5. NMHS Governance, Safety and Quality Requirements

- 5.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 5.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 5.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Work Health and Safety legislation, the Disability Services Act and the Equal Opportunity Act.

6. Undertakes other duties as directed.



Work-Related Requirements

The following criteria should be considered in the context of the NMHS Vision, Mission and Values.

Essential Selection Criteria

1. Shapes and manages strategy
 - Inspires a sense of purpose and action to achieve strategic direction.
 - Demonstrates high-level judgement, forward thinking and common sense.
 - Directs policy development within a public policy environment.
 - Directs the implementation of operational reforms.
 - Harnesses information and opportunities to enhance outcomes and services.
2. Achieves results and operational excellence
 - Builds organisational skill and shapes culture.
 - Steers and implements change and deals with uncertainty.
 - Delivers intended results.
 - Ensures delivery of high-quality services.
 - Manages all resources in a constrained environment.
3. Builds productive relationships
 - Nurtures internal and external relationships.
 - Facilitates cooperation and partnerships.
 - Values individual differences and diversity.
 - Guides, coaches and develops people.
4. Exemplifies personal integrity and self-awareness
 - Demonstrates professionalism, probity and accountability.
 - Ability to work within and promote the values of NMHS.
 - Exhibits personal commitment to customer service.
 - Engages with risk.
 - Demonstrates personal commitment to ongoing professional development.
5. Communicates and influences effectively
 - Communicates clearly.
 - Listens, understands and adapts to audience.
 - Negotiates and advocates persuasively.
6. Current membership of either the Certified Public Accountant (CPA) Australia as a CPA; the Institute of Chartered Accountants in Australia as a Chartered Accountant; the National Institute of Accountants as a Professional National Accountant; or other appropriate membership.
7. Comprehensive knowledge of contemporary financial management practices and related business systems with substantial experience in their practical application at a strategic level.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment and service delivery.



Desirable Selection Criteria

- 1. Senior level experience in the public or private health sector.
- 2. Relevant knowledge of the health service context.

Appointment Prerequisites

Appointment is subject to:

- Evidence of Current membership of either the Certified Public Accountant (CPA) Australia as a CPA; the Institute of Chartered Accountants in Australia as a Chartered Accountant; the National Institute of Accountants as a Professional National Accountant; or other appropriate recognised membership must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor	HR Nominee	Position Occupant
Name:	Name:	Name:
HE:	HE:	Signature:
Date:	Date:	Date:

