

POSITION DESCRIPTION

Position title:	Senior Manager of Corporate Services
Department:	Finance and Corporate Services
Reports to:	Executive Director of Finance & Corporate Services
Direct reports:	3-4
Classification:	Grade 5
Hours per week:	As per contract
Duration	As per contract

Western Victoria Primary Health Network

Western Victoria Primary Health Network (WVPHN) is responsible for increasing the efficiency, effectiveness and coordination of health services for patients, particularly those at risk of poor health outcomes.

Working together with community and health industry partners, WVPHN is committed to strengthening the primary healthcare system, based on local needs. Our four regional centres in Ballarat, Geelong, Horsham and Warrnambool, drive local engagement and ensure strong rural and regional connections, through the development of local community and clinical councils.

Vision

Quality and accessible primary health care for Western Victoria

Values

Respect: listen, value and respond

Connect: engage, collaborate and empower

Lead: question, innovate and pioneer

Benefits of working with Western Victoria PHN

We pride ourselves on being a supportive and flexible working place that offers a great range of benefits:

- Generous salary packaging options up to \$15,900 + \$2,650 meals and entertainment
- Professional development allowance (\$1,200 per year per FTE) and leave
- Family friendly and flexible working arrangements
- Collaboration with passionate, likeminded professionals
- Option to purchase additional leave
- Additional leave between the Christmas and New Year period
- Up to 12 weeks paid parental leave
- Employee Assistance Program

Position purpose

To provide strategic leadership to the support services function of WVPHN by providing guidance and support to achieve organisation objectives. Support executive leadership team to deliver strategic plan.

Key accountabilities

- Direct, supervise and evaluate the activities of the Support Services team
- Provide commercial negotiations support
- Develop strong working relationships with senior management and executive
- Designing, coordinating and maintaining a range of corporate services & systems
- Work collaboratively to achieve common goals using best practice to facilitate business improvements

Transactions

- Ensure the integrity and accuracy of all financial transactions and management systems including end of month & annual reconciliations are completed.
- Develop and maintain compliance register
- Coordinate, review and report activity work plan budgets for approval of executive team including responding to external related queries
- Manage the team to facilitate all transactional functions which include; accounts payable, accounts receivable
- Support Executive Director Finance & Corporate Services in contributing to Finance, Audit & risk Sub Committee requirements as identified including board and management reports as required
- Manage internal and external auditors
- Ensure a robust budgeting process is developed and followed for all programs and cost centre managers
- Complete all financial reporting to the Government and other funders as per funding deed requirements

Business Partnering

- Manage business units corporate expectations, needs and budget reporting at enterprise and department level
- Provide effective communication and build capacity in the business
- Work with business units to identify opportunities, risks and improved performance.
- Provide support and analysis on commercial needs

Contracts & Procurement

- Oversees the PHN's contract and procurement process and compliance to procurement framework and policies
- Maintain service agreement & MOU register for the organisation
- Provide advice, support and oversee the instigation and ongoing management of contracts, ensuring all legal requirements and post execution compliance are met.
- Oversee any engagements with legal experts regarding contract negotiations and management.
- Consults and negotiates with internal stakeholders at all levels in developing contracts

Points of Presence & Leasing

- Oversee and manage negotiations with rental and lease contracts, with agents, and manage ongoing engagement with landlord to ensure premises meet WVPHN requirements.
- Oversee all building rules, and office procedures for staff and sub tenants to adhere to
- Oversee the organisations motor vehicles leasing requirements

General

- Understand and comply with the Code of Conduct for employees and other related policies and procedures
- Demonstrate commitment to organisational values at all times
- Ensure that primary health care is promoted in a positive manner
- Adhere to and maintain confidentiality in accordance with the Confidentiality Statement

WHS responsibilities

The Board of Directors and Executive Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, stakeholders and the general public, that is safe and healthy.

Western Victoria PHN promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

Physical requirements and environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Western Victoria PHN will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

Required activities/working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Rarely
Walking, climbing stairs, bending	Occasional
Working alone or at a co-located site	Rarely
Confrontational/confronting situations (Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Rarely
Working outside in differing weather conditions	Nil
Attending external locations	Occasional

A signed pre-existing condition declaration form is required to be completed prior to commencement.

Key Selection Criteria

QUALIFICATIONS/EXPERIENCE/SPECIALIST KNOWLEDGE

Essential:

- Tertiary qualified in business related field
- Demonstrated experience of a minimum of 5 years in similar senior management positions
- Highly developed values-based leadership attributes to ensure staff are provided with clarity of purpose and are motivated, supported and inspired to perform at consistently high standards.
- Demonstrated internal stakeholder management skills including strong written and oral communication skills, and the ability to manage relationships with senior staff and a wide variety of internal and external stakeholders
- Ability to focus work of direct reports on outcomes linked to strategic direction of organisation and vision of the finance and corporate services directorate
- Strong planning, project management and organisational skills to effectively manage work, determine priorities and meet deadlines in complex and challenging environments.
- High level computer skills with proficiency in the use of MS Office applications and a range of accounting software.
- Willingness to travel between Western Victoria Primary Health Locations as required

Desirable:

- Experience in procurement and tendering processes at a senior level
- Experience in the Health sector

Employment Requirement:

- Be prepared to undergo a National Police Check, prior to appointment
- A current Victorian driver's licence
- Evidence of current COVID-19 Vaccination

Position enquiries

For further information regarding this position, please contact:

Nigel Jarvis
Executive Director of Finance & Corporate Services
(03) 5304 5634

This position description is subject to change in line with contractual requirements, the development of the organisation's strategic plan and operational needs.