

Position:	Finance & Strategic Business Manager
Funded By:	All GCH Programs
Team:	Finance Team
Based:	GCH Stawell, 8 – 22 Patrick St, Stawell VIC 3380
Responsible To:	Chief Executive Officer
Classification:	Duties appropriate to the Health Services Union of Australia – Administrative Officers – Victorian public Sector – Multi Employer Certified Agreement 2006-2009, classification Grade 6 plus vehicle for full private use (GCHC Vehicle Usage policy 7.1).
Tenure:	Subject to the signing of an Employment Schedule All positions are subject to a three month probationary period with a review being conducted before employment is confirmed The period of employment is subject to ongoing funding & satisfactory work performance
Hours:	Full Time – 38 hrs per week.
Date:	July 2010

GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) formerly Grampians Community Health Centre (GCHC), has operated since 1986 and provides a multi-disciplinary approach to psychosocial health in line with a Social Model of Health philosophy including the social determinants of health as stated in the World Health Organisation (WHO). GCH is embedded in and operates from a number of sites servicing primarily, but not limited to, the local government areas of Northern Grampians Shire, Rural City of Ararat, Pyrenees Shire and Horsham Rural City.

Balgartnie joined GCH in 1996 as a Psychiatric Disability Rehabilitation & Support Service (PDRSS) – it has since broadened its role to encompass rehabilitation and sub regional outreach.

Palm Lodge (now David St campus of GCH) joined GCH in 2002. Palm Lodge has been in existence since 1976, first as a residential rehabilitation unit for people with a substance abuse problem and more recently as a counselling & health promotion unit for substance abuse, family violence & housing support and gambling problems.

Nexus joined GCH in November 2005. Nexus developed in Horsham to meet a need young people had evolved in 1999, after the closure of another youth project, Banjo's. It now provides an opportunity for young people in and around the Wimmera to participate in the development of services and recreational activities in a supportive, safe & innovative environment.

In May 2009 GCHC became Grampians Community Health – a company limited by guarantee.

Staff at the Centre work in many areas including: Drug & Alcohol Counselling & Withdrawal services, Social Work, Community Nursing, Community Psychiatric, Youth Work, Supported Accommodation, Family Violence, Community Development, Illness prevention and management, Health Promotion and Education, Palliative Care and complex service delivery for Senior Adults, people with disabilities and their carer's.

Vision Statement:**"Vibrant & Healthy Communities"**

GCH, in collaboration with the communities we serve, will provide excellence & leadership in the development & delivery of primary health care & community services. GCH will facilitate the achievement of healthy living for all throughout the Grampians/Wimmera.

Philosophy Base:

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) et al and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human Rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff and clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

OBJECTIVES OF GCH:

The aim of GCH is to provide coordinated health and community services to the people within the Central Grampians and Wimmera sub regions by:

- a. Providing direct relief of poverty, sickness, suffering, distress, misfortune, disability or helplessness, to the public, through the direct provision to the community of health and related services.
- b. Ensuring that all members of the community are equally able to access the Company's sites and services, in line with the guiding principles of equality, choice, diversity and non-discrimination.
- c. Providing clients with a wide range of treatment options and health information to assist them to make responsible decisions about their own health and wellbeing.
- d. Developing a range of community based health and welfare services and programs based on evaluation of sub-regional needs including obtaining sustainable resources for new programs and existing programs.
- e. Undertaking regular needs assessment and monitoring of identified priorities for individual clients and whole communities.
- f. Involving community members in the planning and development of appropriate and flexible services and programs.
- g. Pursuing quality leading practice with an emphasis on the principles of continuous quality improvement and best practice.
- h. Resourcing and networking with individuals, including health practitioners, community groups and organisations with the aim of promoting better health outcomes.
- i. Managing the Company and its available resources both efficiently and effectively to ensure sustainability of the company against a quadruple bottom line of financial, environmental, social and quality/ethical management
- j. Investing, raising and borrowing funds to purchase lease or acquire real and personal property for all or any of the foregoing purposes.
- k. Establishing and maintaining a public gift fund and to apply for and do all things necessary to maintain endorsement as a Deductible Gift Recipient and as an Income Tax Exempt entity or fund,

and to obtain Fringe Benefits Tax exemption in accordance with the *Income Tax Assessment Act 1997*.

- l. Raising money to further the aims of the Company and securing sufficient funds for the purposes of the Company.
- m. Receiving and distributing any funds in a manner that best attains the objects of the Company.
- n. Maintaining registration as a registered community health centre under the *Health Services Act 1988 (Vic)* (as amended).
- o. To do all such things as are incidental or conducive to the attainment of all or any of the objects of the Company.

GCH Management Model

The GCH management model is multi-layered and consists of the following components:

GCH Board of Directors consists of elected & appointed members who have ultimate responsibility for the management of the organisation. The operational management of GCH is delegated to the Chief Executive Officer. Finance & Executive is a sub committee of the Board.

Executive Leadership and Management Teams of GCH consists of the following layers:

a) Management Support Group (MSG)

This team consists of CEO, two Programs Managers (Direct Care & Extended Care), Facilities & Technology Manager, Finance & Strategic Business Manager and a rotating CORE member. This group has responsibility for supporting the CEO, CORE and recommending organisational strategic plans. It has decision making authority for Financial, CORE conflict and confidential Human Resource matters and meets on a monthly basis.

b) CORE

This team consists of the CEO, MSG and the Program/Team Managers. This team consists of approximately 14 members. It meets every two weeks and the meetings are facilitated by a rotating member of CORE. The group has organisational decision making authority and discusses organisational client and staff strategies to improve GCH services.

c) Sub Committees

Sub Committees also operate within GCH. Each Sub-Committee includes a member of CORE. The Sub Committees can make recommendations to the Board, CEO, Resource Manager and / or CORE based on the delegations. Examples of recurrent Sub Committees include:

- OH & S
- Ethics
- Green Team
- Quality Improvement Reference Group

Specific Reporting Relationships.

1) Finance & Strategic Business Manager (FSBM) reports to:

- The Chief Executive Officer.
- Relates directly to the Finance & Executive sub committee of the Board of Directors of GCH & GCH Treasurer.

2) Titles of positions that report to the FSBM

Team Managers:

- Administration Team Manager

Staff:

- Four staff currently in the Finance Team plus a project manager.

3) Other significant internal relationships

- Facilities & Technology Manager
- Direct Care Programs Manager
- Extended Care Programs Manager
- Core Group Team Managers

Extent of Authority

GCH expects its MSG & CORE managers to take both a high degree of authority and a high degree of consultation. There is a Delegations Document in place.

Key Aims & Objectives of this position:

Underpinned by the standards set by QICSA (see below) and the objects and philosophies of GCH (see above). This is a key position in the GCH management structure:

1. Perform a Senior Management & Leadership role inside GCH.
2. Manage the Finance Team and the Administration Team Manager.
3. Active Management of all aspects of GCH Finances.
4. Active Management of the GCH Assets register including planning for future acquisitions.
5. Active Involvement in strategic planning and business development.
6. As part of MSG actively oversee aspects of GCH Human Resource Management system.
7. Maintain a high level of self actualisation.

Key Tasks and Responsibilities:

1. Perform a Senior Management & Leadership role inside GCH:

- Be an active participant and perform a key role in the management and leadership of GCH. This position is a senior GCH position & as such is a member of both MSG and Core Group.
- As part of the MSG and Core Group plan, implement and evaluate processes to meet the ongoing organisational and finance needs of GCH, including implementing compliance and risk management processes.
- Directly relate to the Finance & Executive Sub Committee of the Board of Directors and the Treasurer of GCH.
- Contribute to other relevant GCH activities or projects as discussed with the CEO

2. Manage the Finance Team and the Administration Team Manager.

- Ensure that appraisals and staff supervision are conducted on a regular basis in accordance with the GCH policies, philosophies, guidelines and process.
- GCH aims to promote facilitatory management practice by:
 - Leading, inspiring, motivating and gaining the commitment of the staff to the organisation's objectives and philosophy:
 - Facilitating in a manner that builds cooperative teams where staff feel valued, supported & empowered to work to achieve shared goals
 - Facilitating workshops and presentations on team issues as required.
 - Ensure the Financial, Payroll and Administration Services offered by GCH are accessible, flexible, responsive and open to feedback by a process of continuous quality improvement.

Standard 1.2 Management Systems: *The organisation has effective and responsive management systems to enable and coordinate achievement of the organisation's mission, values, goals and service priorities*

Standard 1.7 Risk Assessment & Management: *The organisation identifies, assesses and manages risks to ensure continuous, safe, responsive and efficient services.*

Standard 1.8 Legal & Regulatory Compliance: *The organisation ensures compliance with all relevant laws and regulations*

3. Active Management of all aspects of GCH Finances:

- Provide leadership and be responsible with the GCH Board and the CEO, for financial strategy and for the management of GCH finances.
- Ensure the integrity and validity of all financial records and reports in accordance with Australian Accounting Standards and ASIC reporting requirements.
- Provide accurate financial reports to the GCH Board of Directors on a monthly basis and at other times as requested.
- Taking responsibility for agendas and minutes for the Finance & Executive Sub Committee of the GCH Board.
- Provide internal consultancy to GCH Board, CEO and staff on all finance activities.
- Ensure that all GCH financial business activities are responded to in a timely manner.
- Preparation and timely dissemination of financial and statistical reports as required.
- Coordinate the preparation of budgets in conjunction with the CEO and program managers.
- Ensure proper process and accounting controls for payment of salaries, purchasing, approval of invoices and payment of accounts.
- Ensure adequate cash flow to enable GCH financial commitments to be met.
- Prepare end of year financial returns, liaise with the external auditor and ensure audit requirements are satisfied.
- Ensure all finance records are appropriately housed and managed.
- Ensure accurate and timely financial returns to funding bodies and other external agencies as required.
- Provide accurate financial reports to GCH Program Managers on a monthly basis and at other times as necessary.

***Standard 1.5 Financial Management:** The organisation's financial management reflects its goals and supports an efficient and sustainable service*

***Standard 1.6 Knowledge Management:** Knowledge (including research and the collection, storage and sharing of information) is managed in a systematic, ethical and secure way, and the organisation uses it to inform service review and development*

4. Active Management of the GCH Assets register including planning for future acquisitions:

- In conjunction with the Facilities and Technology Manager, be responsible for the financial systems relating to the physical resources of GCH and to the ongoing planning of the resourcing of GCH.
- Ensure ongoing maintenance of and reporting on the GCH Asset Register and asset maintenance systems.
- Manage insurance claims and the reporting and information demands of VMIA for all GCH insurance policies.
- In conjunction with the F&T Manager and CEO, maintain responsibility for the ongoing development and monitoring of the sub leases in all GCH buildings.

***Standard 1.4 Physical Resources:** The organisation's physical resources are managed to ensure an effective, safe and efficient service*

5. Active Involvement in strategic planning and business development:

- To support the CEO in the direction of all activities to ensure consistency with the Vision, Mission and Values of GCH and statutory requirements.
- Assist in the planning of future directions of GCH including meeting emerging needs and business opportunities.
- Provide economic scans and analysis for current programs and services where necessary and for future and emerging opportunities.

6. Actively oversee aspects of GCH Human Resource Management system:

Specifically:

- Provide internal consultancy to GCH Board, CEO and staff on all Award, EBA and other industrial matters and ensure compliance.
- Manage workers compensation matters, including workers compensation claims, for GCH.
- Manage insurance claims and the reporting and information demands of VMIA for all GCH insurance policies.

- Ensure, in conjunction with MSG & CORE, the Human Resource Management functions of GCHC are implemented according to the HR matrix and including:
 - Staff recruitment & retention
 - Conflict and performance management of staff issues including industrial relations.
 - Negotiating changes in staffing structure &/or job design
 - Debriefing of GCHC staff as required
 - Training and professional development, including induction & orientation.
 - Work place health and safety
 - Matching new position descriptions to identified needs of the communities GCHC serves.

Standard 1.3 Human Resources: *Human resources are managed to create an effective and competent service*

7. Maintain a high level of self actualisation:

- Undertake professional development in accordance with an annual work-plan developed in consultation with the CEO as part of the annual staff review process.
- Demonstrate commitment to and comply with Occupational Health & Safety, Privacy and Confidentiality, and other organisational policies and procedures.
- Actively engage in internal supervision.
- Maintain a high level of self-awareness to ensure that either professional or personal support is requested when required.
- Provide peer support and work as part of a team.

8. Other Joint responsibilities:

- Active participation in the Quality Assurance programs of GCH – QICSA
- Ensure active participation in professional supervision, GCH team meetings, GCH staff development days and annual staff weekend and GCH staff meetings.
- Active participation of the Finance Team in Occ Health & Safety standards.
- As a Registered Community Health Centre this position is required to share responsibility for the Disaster Management responses at GCH – this may include rostered on call for GCH base requirements.

Standard 1.9 Safety & Quality Integration: *Safety and quality systems are integrated and are managed systematically with clear lines of accountability to ensure continuously improving performance.*

Key Selection Criteria:

- Demonstrated effectiveness in **staff management**, with a successful track record in inspiring and motivating staff in accordance with organisational philosophy and quality standards.
- Demonstrated **financial & assets management** ability with a detailed understanding of contemporary financial management protocols and legislation relevant to the management of a community based organisation with a budget in excess of \$7m.
- High level **communication skills** including interpersonal, problem-solving and negotiation skills, suitable for establishing and maintaining effective working relationship within GCH and with external stakeholders.
- Demonstrated skills in **human resource management** with a sound understanding of contemporary human resource management practices including industrial relations, superannuation, salary packaging and work cover.
- Demonstrated skills in **operational planning, quality assurance and industry standard compliance systems.**
- Demonstrated knowledge of **Human Resource** functions including **Awards, EBA's & Fair Work Legislation**
- Strong **analytical skills** to ensure accuracy of work and desired outcomes are achieved (team and individual).
- Demonstrated ability to **set, achieve & evaluate goals** in relation to specific financial and business priorities and standards.
- Demonstrated ability with **computer based financial software packages.**
- Knowledge of and adherence to **Occupational Health and Safety** regulations and policy.
- A commitment to work within the framework of confidentiality and an understanding of rural confidentiality issues.

- Demonstrated **self management** ability.

Qualifications & Experience:

- Tertiary Qualifications in an appropriate Business Management and/or Accounting field.
- Relevant professional affiliations.
- Other relevant experience.

Other Skills:

- Current license to drive a motor vehicle.

OTHER CONDITIONS:

1. No overtime allowance is made for this position. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the CEO and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.
2. This position will have an annual appraisal at which time the job description will be reviewed by the CEO & a GCH MSG or Board member in consultation with the employee and modified if necessary.
3. Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
4. Annual Leave and Personal (Sick) Leave will be payable on a pro rata basis.
5. GCH understands that "normal working hours" are between 8am - 6pm Monday to Friday. Appointments, programs and other work may, at times, fall outside these hours but for OHS reasons are subject to the signing of the "Out of Hours" book.
6. Superannuation contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
7. All permanent GCH staff have access to salary packaging which is offered in line with current legislation. The employee will incur any costs or liabilities associated with these requirements during the period of the contract
8. 48/52 or 50/52 leave variation options may be available at the CEO's discretion after a qualifying period (check policy '5.3 Employment Conditions' for details)
9. A National Police Check & Working with Children Check (if required) will be carried out at the GCH's expense prior to commencement of employment.
10. Grampians Community Health is an Equal Opportunity Employer and a smoke free workplace.

**Grampians Community Health is proud to be the winner of the
National Work & Family Award 2005**

Signed: _____
Employee

Date: ____ / ____ / ____

Signed: _____
Chief Executive Officer

Date: ____ / ____ / ____

Additional Information to Applicants

- **Key selection criteria must be specifically addressed in your application**
- Applications should include clear details of work experience and qualifications
- Applications should include references and the name, address and daytime telephone number of two work- related referees
- For further information on Grampians Community Health please refer to the website www.grampianscommunityhealth.org.au

Applications must reach the address below by

5pm Friday 30th July 2010

Late applications will not be considered.

Applicants should include day and evening telephone contact numbers so that we can readily arrange interview times if necessary

If you are emailing your application, you will be sent an email confirmation of receipt of your application. If you do not receive this, please contact reception to confirm that your application has been received.

Please ensure a signed Privacy Statement is returned with your application – this document can be downloaded from the website www.grampianscommunityhealth.org.au

Successful applicants would be required to undergo a police check

Address applications to:

“CONFIDENTIAL”

Jill Miller

CEO

Grampians Community Health

40-44 Wimmera St.

STAWELL Vic 3380

Ph: **5358 7400** Fax: **5358 4113**

email: gch@grampianscommunityhealth.org.au