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| **Reports to**  | **Executive Director Finance, Risk and Governance** |
| **Direct Reports**  | **Nil** |
| **Band Classification:**  | **Public Entity Senior Executive** |

HSV will bring change and benefits through shared service solutions across the Victorian Healthcare network, it will build on the previous HPV contracting model with increased focus on being customer centric within a clinical environment to deliver financial and other determined reform benefits enabled by investment in technology, people and consolidated services with a clear focus on commercial leadership and cultural excellence. Its initial focus is on the development of Supply Chain excellence.

HSV’s core competencies will be in the operations it undertakes e.g., Supply Chain (Surety, Procurement, Logistics) plus the ability to identify, map, propose, approve and deliver change and reform (Transformation). These business directional capabilities will be supported by specialist cross business areas such as Finance (risk, governance, accounting, reporting), People (HR, IR, OH&S) and IT (Data, Security, Governance).

## Position summary

* 1. As the major support to the Executive Director Finance, Risk and Governance, the General Manager Performance Delivery will manage and monitor the execution of the HSV business plan and report on performance to a range of external and internal stakeholders, acting as a cross-divisional resource to ensure continuous improvement within HSV as well as the capacity to drive a culture of continuous improvement in relation to performance and reporting.
	2. The role will assist the Executive Director Finance, Risk and Governance (ED FRG) with oversight of finance operations, legal services and enterprise risk, as well as undertake commercial analysis.
	3. Support the organisation to provide efficient systems, accurate reporting structures and timely advice.
	4. Provide support to the ELT, FRG team and organisation in the preparation and coordination of submissions as required (business cases, business planning proposals, funding submissions, tender responses, etc) including service delivery frameworks, budget information and general organisational information.
	5. Provide support to the ED FRG and ELT in achieving the HSV Strategic Plan including reviewing performance against the strategic objectives and tracking of the organisation’s work plan by business area/stream
	6. This role is both strategic and operational in nature and works closely and collaboratively with the Executive’s and Directors and members of the senior management team. A focus will be to identify where performance may be improved, whilst developing and implementing innovative approaches and new systems of work to meet these challenges.
	7. Provide leadership, facilitate change and achieve business objectives while recognising and accommodating the interdependencies across the business units are critical to the success of this role.
	8. Assist with budget and forecast establishment, monitoring and expenditure including preparation of reports for and to the ELT and Board.
	9. Ability to understand whole of business and the inter relationship of the parts and from there coordinate appropriate reporting that is used to help drive change to ensure strategic performance goals are identifiably measured, reported on and met.

## Specific Duties and Responsibilities

* 1. **Organisational Performance**
		1. Liaise with the ELT to align and support business priorities and assist the ED FRG to identify synergies.
		2. Drive standardisation of terminology and measurement definitions across HSV, assist with communication of strategic roadmap reporting and ensure integrity of the data.
		3. Deliver to the ED FRG periodic reviews of organisational and directorate KPIs that HSV commits to as measures of its performance to external and internal Stakeholders.
		4. Establish mechanisms for regular reporting against KPIs including accountabilities across the organisation through the Strategic Roadmaps.
		5. Align performance management reporting with other functional reporting metrics to coordinate and simplify the reporting process and promote better knowledge management.
		6. Proactively monitor trends in performance against KPIs and any other relevant measures and identify areas requiring attention with business owners, senior managers, ELT and Chief Executive as required.
		7. Coordinate regular communication regarding strategy and organisational performance throughout the year, both internal and external, in conjunction with the HSV Communications team and other areas of the business as appropriate.
	2. **Budget and Contract Management**
		1. Adequately forecast project costs and manage program and project expenditure within delegated authority and budget allocation.
		2. Develop and maintain project budget records and provide accurate budget status at any point in time as well as manage project deliverables within the approved budget.
		3. Contribute to the development of operational and capital project budgets.
		4. Ensure project budgets are managed according to the HSV Delegations of Authority Instrument.
	3. **Management**
		1. Contribute to the Finance, Risk and Governance directorate and broader HSV team through participation in formal meetings and other activities as required.
		2. Perform senior management responsibilities as agreed with the ED FRG.
		3. Comply with relevant financial and non-financial authorities outlined in the Delegations of Authority instrument.
		4. Support and develop open and transparent lines of communication with Executive Leadership Team (ELT) and Senior Leadership Team (SLT) members including by participating in individual and divisional meetings, and by email and other regular interpersonal communication.
		5. Identify relevant opportunities and make recommendations for HSV to improve its processes, workplace health and safety, and quality and service delivery outcomes.
		6. Assist People and Culture to recruit, interview, select and hire new employees where relevant and oversee new employee communication on-boarding, induction, and development planning.
		7. Provide direct management support to employees on matters relating to their employment including but not limited to training, leave and complaints.
		8. Deputise for the ED FRG or any other Executive when called upon to do so.
		9. Undertake other tasks or responsibilities as agreed with the ED FRG from time to time.
	4. **Leadership**
		1. Support the development of a vision for the directorate in line with the HSV Strategic Plan which sets a clear strategic direction for communicating with employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
		2. Foster a workplace culture that is consistent with HSV’s organisational culture emphasising organisational values.
		3. Maintain strong lines of communication, both formal and informal, with the SLT, ELT and key HSV stakeholders to ensure the smooth operation of the organisation.
		4. Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.
		5. Have or be capable of developing the capacity to be the senior leader in the Finance, Risk and Governance team.
	5. **HSV Values and Cross Functional Collaboration**
		1. Establish and maintain strong working relationships with key individuals and groups across HSV’s stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV’s values.
		2. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
		3. Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
		4. Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
		5. Uphold HSV values:
			1. **Customer-centric:** Our customers, employees and stakeholders have confidence we will do the right thing
			2. **Accountable:** We do things to a high standard and do what we say we will do
			3. **Respectful:** We listen to and support our people and stakeholders to do the right thing
			4. **Solutions-focused:** We work together to find solutions that meet objectives and incorporate lessons for the future
			5. **Open:** We are open to new ideas and change and we engage freely with our people, customers and stakeholders
	6. **Data Security**
		1. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.
	7. While the principal duties of this position are as above, the post holder may be required to undertake other duties from time to time.

## Qualifications and Experience

* 1. **Academic**
		1. Chartered Accountant / Certified Practicing Accountant.
		2. Additional qualification in Business or another relevant field desirable.
		3. Postgraduate qualification (preferred)
	2. **Demonstrated Experience**
		1. Team Leader or Management experience with a strategic focus including high level management reporting.
		2. Financial planning and budget management experience, including the development of business cases.
		3. Knowledge of governance requirements and risk management systems within a statutory authority.
		4. Proven experience in driving service improvements through business service developments.
		5. Previous experience in developing and implementing financial strategies and policies within the public sector.
		6. Knowledge of governance requirements for a statutory authority.
		7. Familiarity with major Financial systems and platforms – establishment of and use.
		8. Experience with development, introduction and use of business intelligence tools – including underlying database architecture and relationship to non finance systems.
		9. Commercial experience in modelling and business case building and reporting.
		10. Commercial experience in contract reporting.
		11. Practical application of risk and governance to support operational delivery in a commercial organisation.
	3. **Personal**
		1. Excellent communication skills in providing information and advice to external and internal stakeholders.
		2. Highly organised and effective time management skills.
		3. Outstanding problem-solving skills and sound judgement to resolve complex business issues.
		4. Ability to maintain and respect confidentiality of the highest order.
		5. Strong ‘team builder’ with the ability to develop and maintain positive working relationships with people at all levels within and outside the organisation.
		6. Excellent negotiation and stakeholder management skills.
		7. Excellent interpersonal skills, including an ability to influence others with diplomacy, tact and discretion.
		8. Working positively within a leadership team towards shared goals; Ability to lead a team to best practice outcomes.
		9. Extensive senior program and project management experience.
		10. Experience in creating high quality Board and management reports targeted to recipients’ needs.
		11. Knowledge of the health sector (desirable).
		12. Willingness to travel including to rural Victoria and interstate as required.
		13. Able to comply with the inherent requirements of positions at HSV:
			1. of “good character” and a “fit and proper person” to perform the position.
			2. able to uphold the HSV Code of Conduct and the Code of Conduct for Victorian Public Sector Employees.
			3. able to perform the position without posing an unacceptable risk to the occupational health and safety of other workers, or to oneself.
			4. able to perform the functions or tasks that are necessary to achieve the outcomes of the position.
			5. free of conflicts or prejudices that would prevent one from performing the duties of the position in an impartial way.