

Position Description



1. General Information

Position Title:	Finance Director Richmond
Division/Department:	Epworth Richmond, Management
Position Reports to:	Executive General Manager, Epworth Richmond
Enterprise/Individual Agreement:	Individual Agreement
Location:	Epworth Richmond
Employment Status:	Full time
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	3 FY24 Divisional EBITDARC \$ 47M
Key Relationships - internal and external	Group and Hospital Executive teams, Senior Leadership & Management Teams, Group Finance, Site Finance Managers

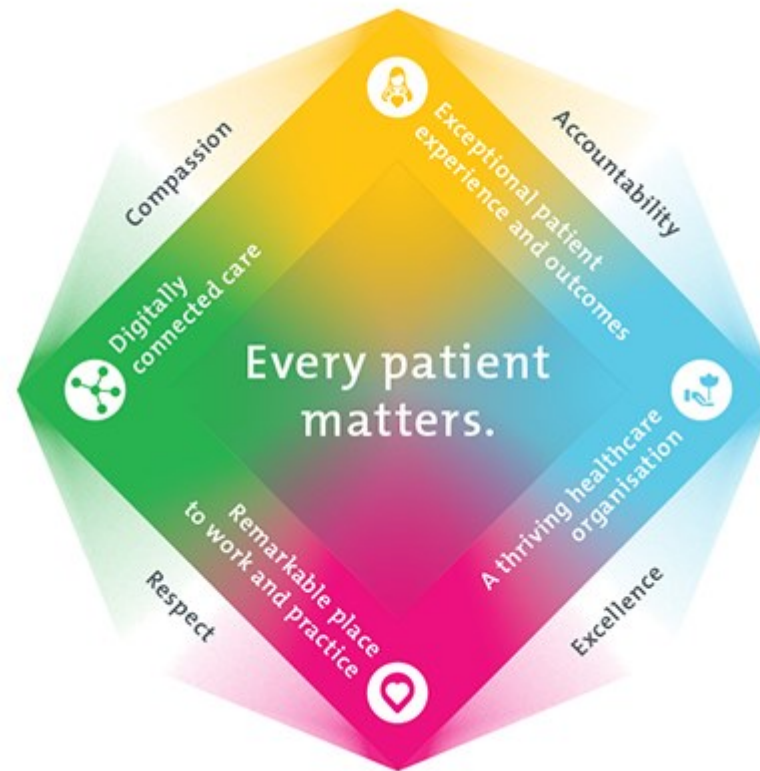
2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Compassion, Accountability, Respect* and *Excellence*. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters. We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is Caring for People. Innovating for a healthy community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

Working closely with the Executive General Manager and Epworth Richmond Executive team, to ensure effective management and analysis of overall financial business requirements for the Division. You will provide accurate, relevant, and timely financial business insights, and information inclusive of monthly reporting, analysis, budgets and forecasts utilizing systems to manage, develop and interpret data to drive business objectives.

Partner with Department Managers to ensure operational and capital requirements are understood, accurately captured, and optimized within an agreed budgetary framework. Ensure continued collaboration to achieve and exceed targets.

Works closely with Corporate Finance Team to drive effective financial management and budgeting and ensures all statutory and management reporting and reconciliations are performed on a timely basis.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centered care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Financial Management <ul style="list-style-type: none"> • Ensure Annual Operational and Capital Expenditure budgets are completed within agreed timelines in conjunction with the Corporate Finance team. • Coordination of annual Operational Planning process and completion of relevant documentation. • Ensure robust scorecard metrics available monthly for managers to support achievement of operational KPIs and plans. • Develop or support development of business cases for the introduction of new services, projects and major purchases. In consultation with Senior Management Team, coordinate & complete post implementation review for all approved Business Cases. • Develop and maintain a meaningful forecasting methodology. Provide on-demand foresight to facilitate proactive measures that address operational issues as they begin to present themselves and minimize exposure to adverse financial impacts. • Undertake monthly review and report on performance against budget for all business units. • In collaboration with the Executive Team, proactively develop & implement corrective actions to address budget variances. • Ensure the effective and efficient management of finances and budgets for the hospital. • Implement process to manage capital expenditure allocation. • Analyse and drive accountability to maintain EBITDA margins in accordance with budget. • Provide expert advice and solutions to address any issues with underlying performance of the business. • Ensure effective performance management, improvement and stewardship of overall business requirements for the site. 	<ul style="list-style-type: none"> • Timelines met for budgeting and reporting requirements. • Managers have access to robust and accurate data to support operational delivery. • Robust business cases developed and post implementation reviews completed within agreed timeframes. • All statutory and management reporting completed within required timeframes. • Operational and financial KPIs, including occupancy and revenue met or exceeded.
Service development and growth <ul style="list-style-type: none"> • In collaboration with the Executive Team, undertake regular market analysis and benchmarking activities to identify opportunities to expand/develop the business. • Ensure regular analysis of casemix to assist in future planning. 	<ul style="list-style-type: none"> • Benchmarking data available. • Achievement of strategic and operational objectives. • Achievement of planned business growth.

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<ul style="list-style-type: none"> • Collaborate with the Corporate Health Fund & Revenue Management directorate to ensure up to date understanding of the changing funding climate on existing and prospective services. Ensure Executive Team is briefed on any risks and changes in a timely manner. • Develop measurement tools to facilitate the achievement of strategic and operational objectives. • Closely monitor and manage to targets, redevelopment, workforce and commissioning budgets during stages of growth. • Establish and maintain operating level agreements with all internal & external service providers. • Develop relationships with third party providers (e.g. Pharmacy, Pathology, Imaging, Patient Transport providers) and measure their performance against SLA's regularly. 	
<p>Executive Leadership</p> <ul style="list-style-type: none"> • Provide financial leadership and expertise to the Executive team and senior managers as an active member of the Executive team. • Actively participate in Executive meetings in relation to service delivery and commercial/operational matters. • Contribute to development of Divisional Operational Plan. • Participate in site on-call roster as a member of the hospital Executive Team. 	<ul style="list-style-type: none"> • Positive feedback from Executive and managers. • Actions delegated from Executive meeting completed within agreed timeframes and to a high standard. • Measure performance of 3rd party providers in meeting hospital needs.
<p>Leadership</p> <ul style="list-style-type: none"> • Management and leadership of direct reports. • Develop a positive culture facilitating open communication and continuous improvement. • Undertake regular rounding with team and key stakeholders. • In collaboration with staff undertake annual performance development planning. • Monitor and drive achievement of HR KPIs for team. 	<ul style="list-style-type: none"> • Proactive and positive culture as measured by engagement surveys and staff rounding. • Achievement of mandatory HR KPIs each month. • Every team member has a documented high quality performance development plan annually.
<p>Customer Service – Manager</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p>	

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<ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff. • Communicate with clear and unambiguous language in all interactions, tailored to the audience. • Build customer relationships and greet customers and patients promptly and courteously. • Actively seek to understand patients' and their family's expectations and issues, using multiple strategies. • Responds quickly and proactively escalate concerns when necessary. 	<ul style="list-style-type: none"> • Issues are escalated to the manager and resolved in a timely manner.
<p>Safety and Wellbeing - Manager</p> <p>To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> • All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace. • Integrate and review OHS performance in staff PDPs. • Ensure all direct reports are held accountable for safety performance and actions. 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions. • Implement and adhere to Epworth OHS policies, protocols and safe work procedures. • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours. • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes. • Mandatory training completed at agreed frequency.

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualification in relevant discipline (e.g. Finance, Business, Management, Accounting). • CPA or CA qualified.

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	Desirable <ul style="list-style-type: none"> Post graduate qualification (e.g. MBA)
Previous Experience	Essential <ul style="list-style-type: none"> Effective leadership of a team. Track record in the development and monitoring of budgets, business cases and operational plans. Challenging current practices and development and implementation of new systems and methods. Track record in supporting and educating others to develop financial capability. Experience in the healthcare sector. Desirable <ul style="list-style-type: none"> Previous experience in a private health setting is highly desirable. Track record in a Finance or Business Manager role.
Required Knowledge & Skills	Essential <ul style="list-style-type: none"> Advanced financial management, modelling and analytical skills. Advanced computer skills, including PowerBI and all MS Office products. Demonstrated ability to implement change and manage ambiguity. Desirable <ul style="list-style-type: none"> Demonstrated knowledge of health fund contracts and contract management. Experience with TechOne.
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none"> Compassion Accountability Respect Care 	Essential <ul style="list-style-type: none"> Ability to work autonomously and demonstrates initiative. Thrives in a fast paced and continuously evolving environment. Proven leadership capability. Highly developed written and oral communication and interpersonal skills. Outstanding time management and organisational abilities. Strong commercial acumen. Commitment to continuous learning and quality improvement for self and others. Ability to develop and maintain professional relationships with key stakeholders.

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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
January 2024		People & Culture Business Partner

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____