

1. General Information

Position Title:	Business Analyst	
Division/Department:	Epworth Freemasons	
Position Reports to:	Finance Manager	
Enterprise/Individual Agreement:	Individual Agreement	
Classification/Grade:	N/A	
Location:	Epworth Freemasons – East Melbourne	
Employment Status:	Permanent Full Time	
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	N/A	
Key Relationships - internal and external	Epworth Freemasons Executive Team (6 Executive team members) Epworth Freemasons Leadership Team (~30 managers)	

2. Overview of Epworth HealthCare

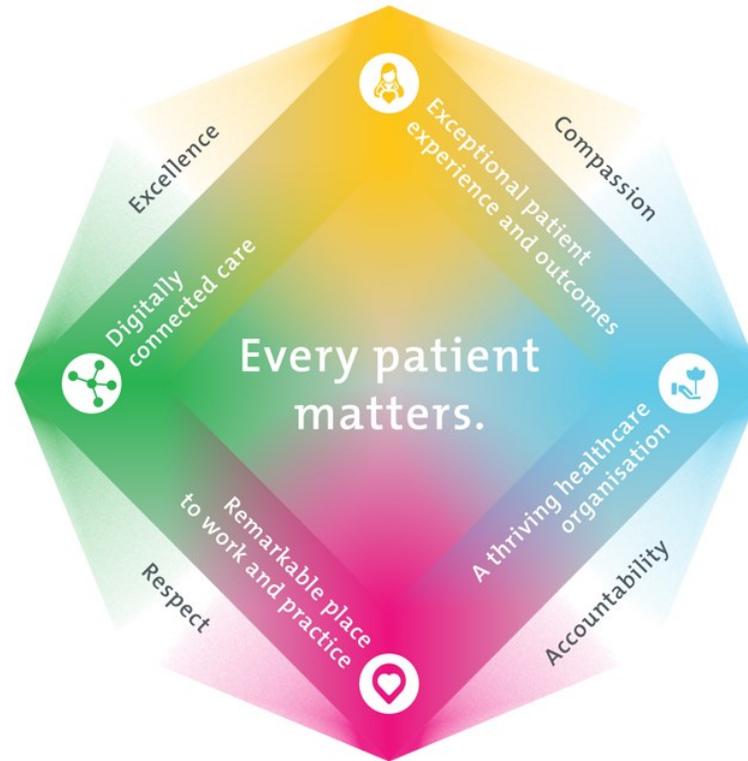
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian 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

The Business Analyst is a member of the Epworth Freemasons Leadership Team and as such, is expected to be fully aware of all aspects of the hospital's policy and actively participate in the management of the hospital's finances.

The Business Analyst works collaboratively to drive and support the following across Epworth Freemasons:

- Ensure strong financial analysis
- Involved in effective financial management, including cash (revenue quantity and quality inc. Casemix Analysis), investment, asset / resource management
- Manage the Financial month end process for Epworth Freemasons
- Manage the CAPEX process for Epworth Freemasons
- Supporting the hospital by involvement in business case development on capital projects to enable assessment of merit and consistency with strategic direction

The Business Analyst is accountable to the Epworth Freemasons Finance Manager for:

- Management of the Financial month end process, and underlying routine operational processes that drive monthly financial performance
- Preparing and collating the Epworth Freemasons annual budget
- Management of the CAPEX process
- Management of the labour hours process with Departmental Managers
- Enhancing the profile and position of the hospital and the broader Epworth finance team
- Providing financial analysis on special projects consistent with the strategic direction of the hospital
- Providing analysis that contributes to improvements in financial management, cost structures and financial decision support analysis, particularly revenue analysis that drives financial margin improvement
- Involvement and management of hospital-wide special projects and programs

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-centred 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 Analysis & Reporting Complete monthly analysis and reports on financial results	Review draft monthly financial statements to ensure accuracy <ul style="list-style-type: none"> • Complete monthly accruals and prepayments • Analysis of variances • Development of internal reports on the key financial areas • Completion of monthly Director's report and Forecast • Recommend improvements and follow up on remedial action • Analyse and advise on Revenue generation including analysis of Casemix, related activity data, revenue quality and opportunities within these

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<p>Other financial analysis and reporting on a daily, weekly and monthly basis</p>	<p>As required, develop analysis and reporting on various KPI's to assist with decision making, including CAPEX.</p>
<p>Budget Preparation Undertake the development of Annual Budgets, at the direction of the Finance Manager and Executive General Manager</p>	<ul style="list-style-type: none"> • Assisting in the planning and development of annual business plan, budgets, productivity and growth initiatives • Providing relevant analysis and modelling to support the development of budgets and business plans • Analysing and summarising key drivers and performance outcomes of competitors in order to conduct market and competitor analysis • Budget completed in the Epworth ERP, by the mandated completion date
<p>Business Case Evaluation & CapEx Submission To assist in the development of clear and concise business cases on capital projects (CapEx) to enable assessment of merit and consistency with strategic direction</p>	<ul style="list-style-type: none"> • Analysing, evaluating and reporting on the viability of various business proposals and Capital equipment requests • Cost-benefit analysis • Engagement of key stakeholders • Timely preparation of reports and monitoring mechanisms
<p>Information Management Assist in the development of systems/processes that will enable automation of routine reports. Ensure the effective and efficient management of various financial and information systems.</p>	<ul style="list-style-type: none"> • Oversee Tech1 system (ERP) and other relevant systems • Recommend and manage changes to system to achieve greater efficiency and reporting.
<p>Financial Education & Development Develop financial education of Department managers to meet the needs of Epworth Freemasons</p>	<ul style="list-style-type: none"> • Develop and implement education programs • Support Managers through this development • Assess benefits and outcomes from education

<p>Customer Service 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> <ul style="list-style-type: none"> • Ensure the provision of excellent customer service by the Finance function at Epworth Freemasons across all operations • Liaise with stakeholders and implement a procedure to ensure that customer issues raised are reported and addressed • Ensure that issues highlighted in customer service satisfaction surveys are addressed • Develop relationships with third party and measure their performance regularly 	<ul style="list-style-type: none"> • Customer satisfaction survey results within agreed targets • Minimal customer complaints • Take action to improve performance based on feedback • Measure performance of 3rd party providers in meeting client needs
<p>Quality and Productivity Improvement</p> <ul style="list-style-type: none"> • Ensure the development and implementation of continuous quality and productivity improvement programs • Evaluate, develop and implement further programs and changes based on outcomes • Monitor and manage Finance Division policies to ensure currency and relevance 	<ul style="list-style-type: none"> • Quality program and outcomes documented • Improvements to hospital programs, processes and systems documented and demonstrable • Accurate hospital policies and procedures are kept up to date
<p>Project Management</p> <ul style="list-style-type: none"> • Successfully manage and participate in the tasks and resources associated with a number of projects being undertaken at Epworth Freemasons and Epworth HealthCare • Establish a suitable work plan for each project and ensure available resources are allocated to facilitate the achievement of that work plan 	<ul style="list-style-type: none"> • Completion of allocated projects on time and within budget • Project objective successfully attained

<p>Professional Development Actively seek professional development opportunities within the workplace and externally Deputise for the Finance Manager, during periods of planned or unplanned leave</p>	<ul style="list-style-type: none"> • Level of knowledge across all key result areas is maintained and in some areas enhanced
<p>Safety and Wellbeing Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace</p>	<ul style="list-style-type: none"> • Comply with all Epworth’s OHS policies, protocols and safe work procedures at all times • Ensure your actions do not put yourself or others at risk (as per Sections 21 & 22 under the OHS Act 2004) • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan • Participate in and complete mandatory safety training on an annual basis and as required • Actively participate and contribute to the OHS consultation processes

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor Degree or Higher in Accounting/Commerce, or other analytical discipline <p>Desirable</p> <ul style="list-style-type: none"> • Membership of the Institute of Chartered Accountants of Australia (ICAA) and/or Certified Practising Accountants of Australia (CPA) or international equivalent
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated experience working in an analytical role • Demonstrated history of identifying and delivering operational improvements or rectifications using own analysis

	<p>Desirable</p> <ul style="list-style-type: none"> • Experience working in the Health Industry (Highly Desirable) • Previous role(s) with a strong element of supporting internal business customers
<p>Required Knowledge & Skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Strong analytical skills • Financial management and business management skills • Excellent computer skills including all MS Office products and advanced excel skills • Highly developed written and verbal communication skills • Sound analytical skills and the ability to develop strong business case submissions to support new initiatives and necessary change • Ability to set and achieve goals and objectives • Strong interpersonal skills <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of health funding models, including Casemix/DRG based funding, Health Fund contract payment regimes, Medicare payment structures and user-pays pricing • Knowledge of contract management • Knowledge and experience working with commercial property leases, both as a tenant and as a landlord
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p> <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	<p>Essential</p> <ul style="list-style-type: none"> • Displays initiative, motivation and self confidence • Ability to self-direct work priorities and deadlines • Personal accountability for identified tasks and responsibilities • Reliable and displays professional integrity • Ability to maintain professional relationships with key stakeholders • Logical and practical thinker who is capable of problem solving and willing to make key change decisions • Commitment to customer service and service quality • Prepared to make a commitment to Epworth HealthCare's vision and values <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrated ability in change management in a complex organisation

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
December 2023	December 2023	Greg Allen, Finance Manager, Epworth Freemasons

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: _____