

Position Description



1. General Information

Position Title:	Financial Analyst, Epworth Centre for Immunotherapies & Snowdome Laboratories (ECISL)
Division/Department:	Cell Therapies Business Unit / Epworth Freemasons and Molecular Oncology and Cancer Immunology (MOCI) Department (both part of the ECISL)
Position Reports to:	<u>Direct:</u> Research Program Manager, ECISL <u>Indirect:</u> Director and Deputy Medical Directors, ECISL and finance managers for Academic and Medical Services and Freemasons Hospital.
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	N/A
Location:	Level 1, 185-187 Hoddle St, Richmond <i>and</i> Epworth Freemasons
Employment Status:	Full time, fixed term
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	N/A <ul style="list-style-type: none"> • Epworth Cell Therapies Unit (ECTU) Business Unit • Molecular Oncology and Cancer Immunology (MOCI)
Key Relationships – internal and external	<ul style="list-style-type: none"> • ECISL Management Team (Medical Directors, clinical and research teams) • Epworth group and Division leadership and finance teams • Haematology Clinical Trials manager • Epworth Freemasons executive and clinical teams (including cryopreservation laboratory) • Third-party providers such as Peter McCallum Cancer Centre (PMCC), Slade pharmacy, Epworth Medical Imaging (EMI), Melbourne Pathology, Cell Therapies Pty Ltd • Pharmaceutical companies affiliated with industry-sponsored clinical trials and standard of care CAR T-cell clinical care • Academic and Medical Services (AMS) and Epworth IT

2. Overview of Epworth HealthCare

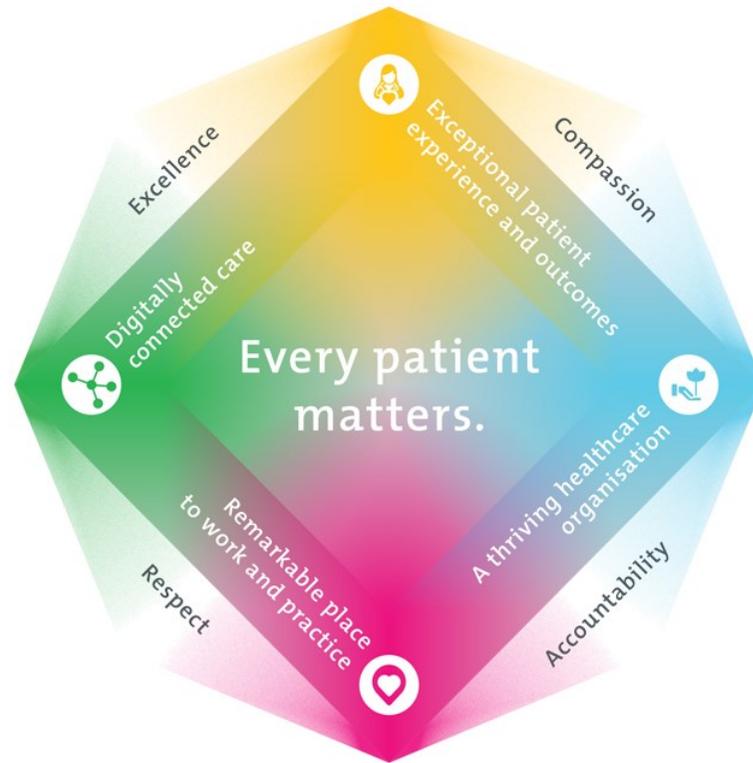
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 Financial Analyst will play a key role in optimizing the Epworth Centre for Immunotherapies and Snowdome Laboratories (the Centre’s) business operations, improving efficiency, and ensuring smooth day-to-day functioning. This role will manage the operational budgets that fall under the Centre. These budgets have Epworth HealthCare board approval under a funding agreement between the Epworth Medical Foundation and the Snowdome Foundation. The budgets include:
 - Molecular Oncology and Cancer Immunology (MOCI) research program;
 - Cellular Therapies Unit (CTU) that delivers the stem cell transplant clinical service and CAR T-cell clinical trials at Epworth Freemasons

This role will work collaboratively with the hospital teams to drive effective financial management and sustainable budgeting for the ongoing Centre activities and liaise with the Academic and Medical Services Finance Manager to have oversight of the research program activity within the molecular oncology and cancer immunology department.

This role will be required to maintain contract management, developing strong relationships with third-party providers supporting Centre operations and ensuring cost-effective provision of these goods and services to meet the needs of the clinical and research teams.

The Financial Analyst will support the Centre operational and financial reporting requirements, both internally to the Epworth Executive, and to funding bodies and donors, including the Epworth Medical Foundation and the Snowdome Foundation as key partners.

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:

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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
<p>Financial management & reporting</p> <ul style="list-style-type: none"> • Complete annual operational budgets in conjunction with the Divisional finance and Centre management teams • Effectively use Epworth information systems to analyse data • Provide oversight of Centre revenue opportunities, including billing VMOs and Medicare for laboratory services • Develop/support business cases for creation of new roles, or introduction of new equipment or Capex items • Review monthly performance against budget with Centre cost centre managers • Identify strategies and corrective actions to manage budget deficits • Undertake financial risk assessment and develop mitigation strategies • Coordinate and undertake a post implementation review for all approved business cases • Working with the Centre leadership team, identify additional revenue and funding opportunities to support Centre sustainability • Working with corporate health fund and Freemasons teams, develop a self-funded option for delivery of CAR T-cell clinical care. 	<ul style="list-style-type: none"> • Monthly reporting against agreed KPIs, including patient activity and revenue, and operational expenditure • Undertake regular analyses identifying variances to budget and changes in mix to assist future planning • Develop annual Centre budget in conjunction with cost centre managers • Complete all management as required • Budget variances are addressed in monthly reporting • Self-funded CAR T clinical care packages are developed as appropriate

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<p>Contract management</p> <ul style="list-style-type: none"> • Acts as the contract manager for contracts supporting the CTU service • Build strong relationships with key internal and external stakeholders • Measure the performance of third parties service deliver to ensure the cost-effective running of the service • Ensure the provision of excellent customer service across all operations • Successfully identify and manage ad hoc projects as requested • Provide oversight of project workplans and appropriate allocation of resources • Working with industry and Epworth teams to develop commercial contracts for delivery of commercial CAR T-cell products 	<ul style="list-style-type: none"> • Monitor performance of third-party providers against agreed service agreement KPIs • Ability to work proactively and co-operatively with both divisional and Group corporate, clinical and operational areas • Service agreements are renegotiated within required timeframes to ensure uninterrupted service delivery • Commercial CAR T contracts are developed to meet the requirements of Epworth corporate and clinical teams
<p>Centre reporting</p> <ul style="list-style-type: none"> • Work with centre leadership team to coordinate the Centre reporting requirements to philanthropic partners and funders, including Epworth Medical Foundation and the Snowdome Foundation as well as Epworth Group Executive, Board and local executive as required. 	<ul style="list-style-type: none"> • Centre reports are prepared and submitted as determined by the Centre Funding Agreement • Continue to support centre leadership team to ensure the achievement of strategic and operational objectives • Work with the communications team to raise the profile of the Centre and blood cancer awareness
<p>Customer Service (delete this information if this is a people leader position)</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> <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 (customers) expectations and issues 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner

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<p>Safety and Wellbeing (delete this information if this is a people leader position)</p> <ul style="list-style-type: none"> • Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<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 • Mandatory training completed at agreed frequency
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7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor’s degree in business administration, management, finance, operations management. <p>Desirable</p> <ul style="list-style-type: none"> • Post Graduate qualification in business, finance or accounting • Bachelor’s degree in health-related field
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Management experience in business operations, finance and/or accounting • Strong customer focus <p>Desirable</p> <ul style="list-style-type: none"> • Management experience in healthcare and/or pharmaceutical industry • Understanding of budgeting, cost control, and financial reporting • Knowledge of business operations, inventory, procurement, supply chain management, or similar functions • Experience in a commercial and/or philanthropic organisation previously
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Substantial relationship and people management skills • Advanced financial management and business management skills • Excellent analytical skills and the ability to develop strong business case submissions to support new initiatives/changes • Ability to challenge current practices and develop and promote new innovative systems

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	<ul style="list-style-type: none"> • Knowledge of health fund contracts, contract management, Trade Practice Act provisions • Ability to set and achieve goals and objectives • Ability to support others to expand financial management skills within the healthcare environment • Highly developed written and verbal communication skills • Excellent time management, interpersonal and organisational skills • Demonstrated ability to implement and manage change • Excellent computer skills including all MS Office products
<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"> • Belief in patient centred care • Ability to maintain professional relationships with key stakeholders / organisational political astuteness • Self-motivated and self-directed • Committed to providing a safe environment for patients & staff • Committed to the development of staff and practices that engage and value the contributions of staff • Professional work ethic • Demonstrates responsibility for own professional development • Practices within the ethos of the Epworth HealthCare Values & Behaviours

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
March 2020	December 2024	ECISL Leadership Team
	March 2025	ECISL Leadership Team

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: _____