Director of Business Services
Job Description

Area: All Miwatj Health East Arnhem Region
Job Title: Director of Business Services
Classification: EO3
Work Unit: Business Services
Reports to: CEO
Direct Reports: All Business Services staff
Employment Conditions Miwatj Health Aboriginal Corporation EA 2013

OUR VALUES

Compassion care and respect for our clients and staff and pride in the results of our work
Accountability and transparency
Cultural Integrity and safety while recognizing cultural and individual differences
Continual capacity building of our organization and community
Driven by evidence-based practice

Primary Objective

The Business Services Director provides leadership and effective and efficient management of financial services, information technology, administration services and corporate assets across the organization. This role is responsible for driving improved business systems across the organization and ensuring that service delivery programs have best practice support in the areas of IT, business and financial systems. The Business Services Director is a member of the Senior Leadership Team.

Staffing and budget responsibilities

The Business Services Director manages a team of seven staff and has four direct reports. The position has responsibility for the efficient and effective management of the Miwatj budget.

Reporting Relationships

The Business Services Director reports to the Chief Executive Officer.

Key Responsibilities:

- Provide information and advice to the CEO regarding the business services of MHAC and the implementation of agreed management decisions.
- Manage and coordinate the business services team, ensuring that team activities are planned and prioritized according to MHAC policies and funding accountabilities.
 Oversee the management of MHAC’s financial services in compliance with legislation, funding agreements and in accordance with MHAC policies.
 Liaise with funding bodies and other agencies as required.
 Oversight the external annual independent audit of financial records.
 Coordinate the annual budget process ensuring all relevant managers are consulted and timelines are achieved.
 Provide advice and support to the other managers in jointly managing the business services of Miwatj within their area.
 Oversee the procurement, administration and maintenance of all IT systems including hardware and software requirements.
 Identify continuous quality improvement opportunities within the business services area; participate in the development of quality improvement procedures and contribute to internal and external program reviews as required.

Qualifications/Professional registration/other requirements

 Bachelor Degree in accounting, commerce or business with an accounting major from a recognised tertiary institution
 Eligibility for membership of a professional accounting body

Selection Criteria

Essential minimum requirements:
1. Demonstrated senior management experience in finance, assets, contracts, IT and administration
2. Ability to work as part of a team in a cross cultural environment, fostering open communication and continuous quality improvement with a positive and innovative approach to problem solving
3. Possess an excellent consultative approach to management with sound experience in planning and organisational skills
4. Proven ability to apply a high standard of oral and written communication skills
5. Demonstrated high level of competency in the use of computer networks, Microsoft Office software (in particular Excel & Word), together with accounting systems software (MS NAV experience will be highly regarded)
6. Demonstrated sound experience in managing a multi-disciplinary team with the proven ability to apply leadership and team building skills with the emphasis on establishing and maintaining staff motivation
7. A current Australian driver’s licence
8. Strong analytical skills

Desirable
1. Management level experience in an organisation providing primary health care services to an Indigenous population in isolated regions
2. Experience working in a remote Aboriginal community
3. Knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and Torres Strait Islander in contemporary Australian society

Delegation Authority / Other Functions

ONLY IF APPLICABLE

Delegations are attached to positions rather than occupants of positions. Delegations are to be exercised within the framework of MHAC policies and guidelines. Tables of delegates and delegations will be accessible on MHAC's internal information systems, together with associated policies.
If a delegate is found to have exercised a delegation improperly, he or she may be subject to discipline and the delegation(s) revoked.

The applicant will be required to hold a current Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.

Acceptance of Responsibilities
I have read the requirements and responsibilities outlined in this position description, MHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

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