

# ASSISTANT DIRECTOR, POLICY, PLANNING AND PERFORMANCE POSITION DESCRIPTION

## Position details

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| <b>JOB REFERENCE</b>     | VN-0708532   |
| <b>POSITION TITLE</b>    | Assistant Director, Policy, Planning & Performance                         |
| <b>CLASSIFICATION</b>    | Executive Level One (EL1)  |
| <b>POSITION LOCATION</b> | Canberra, ACT  |
| <b>SALARY</b>            | \$106,643 – \$121,628  |
| <b>POSITION/S</b>        | Multiple   |
| <b>EMPLOYMENT STATUS</b> | Ongoing<br>Full time (37.5 hours) or Part time                             |
| <b>SECURITY LEVEL</b>    | Baseline   |
| <b>AGENCY</b>            | National Health Funding Body   |
| <b>DIVISION</b>          | Policy, Planning & Performance Section                                     |
| <b>CONTACT OFFICER</b>   | Belinda Hogarth-Boyd<br>Phone: (02) 6289 9943<br>Email: nhfbhr@nhfb.gov.au |
| <b>CLOSING DATE</b>      | Monday, 8 August 2022  |

## About the National Health Funding Body

The NHFB is a small professional agency established under the *National Health Reform Act 2011* to support the functions of the Administrator of the National Health Funding Pool (Administrator). The NHFB supports the Administrator to provide transparent and efficient administration of Commonwealth, State and Territory funding of the Australian public hospital system and is a non-corporate entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA).

The primary functions of the NHFB are to assist the Administrator in:

- Calculating and advising the Commonwealth Treasurer of the amounts to be paid by the Commonwealth into each pool account of the National Health Funding Pool;
- Ensuring Commonwealth funds are deposited into pool accounts accordingly and in line with the *National Health Reform Agreement*; and
- Reporting publicly on all National Health Reform funding and payment activities.

## About the role

The National Health Funding Body (NHFB) has an EL1 employment opportunity available for an appropriately qualified candidate to undertake a range of functions to help deliver transparent and efficient administration of Commonwealth, State and Territory funding for public hospitals in Australia.

Under the guidance of the Director, Policy, Planning and Performance Section, the role of the Assistant Director is to:

- Review and report on National, State and Local Hospital Network funding trends and perform triangulation work on public reporting of hospital expenditure
- Identify inconsistencies and areas for improved reporting of public hospital funding.
- Provide detailed technical, professional policy advice in relation to complex problems and assist in strategic planning and policy development
- Provide leadership to a small team including allocating work and identifying opportunities for on-the-job training
- Draft a variety of correspondence and corporate documentation ranging in complexity
- Represent the NHFB in liaising with internal and external stakeholders; including with States and Territories and portfolio agencies, to improve consistency and transparency of public hospital funding
- Provide advice on technical and administrative matters to senior managers.

## About you

The National Health Funding Body is seeking people with diverse experience who are willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively to achieve outcomes.

### Essential Requirements/Job Specific Capabilities

- The ability to work autonomously to organise your own workload to achieve accurate and complete outcomes, using strong attention to detail skills
- You must be an Australian citizen to allow you to obtain a baseline security clearance.

## Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential.

The NHFB values health and wellbeing of employees and offers a range of benefits to support staff including:

- Flexible work arrangements
- Positive workplace culture encouraging work-life balance
- Supportive and inclusive work environment.

In the 2021 Australian Public Service Employee Census the NHFB was ranked first from 101 agencies when it comes to both 'Engagement' and 'Innovation' and third for 'Wellbeing' including 100% of staff indicating they're proud to work in the agency.

## Additional Information

It is an expectation that all NHFB employees will perform their jobs professionally, respectfully and in accordance with the principles and practices of workplace diversity, workplace participation and in support of a safe working environment.

Additionally, NHFB employees are expected to be flexible in their approach to the workplace to assist wherever needed across the organisation.

## Selection Criteria

In the context of the primary job purpose for the role, you are to demonstrate that you have extensive relevant experience enabling you to:

1. Experience in leading and managing teams to deliver organisational outcomes.
2. Display strong numerical, critical analysis and problem-solving skills and contribute to the assessment of organisational impacts, risks and benefits.
3. Develop productive working relationships and work collaboratively internally and externally to successfully deliver against deadlines.
4. Utilise highly developed written and verbal communication skills to liaise and negotiate effectively at senior levels within the agency and external agencies.

## How to Apply

Please supply a one-page pitch, outlining your skills and experience relevant to the role on offer and selection criteria. Send your pitch, your current CV, and a completed Candidate Application Form to the following email: [nhfbhr@nhfb.gov.au](mailto:nhfbhr@nhfb.gov.au)

Please contact the NHFB HR Manager, Belinda Hogarth-Boyd, if you require further information on (02) 6289 9943.