



SYSTEM ADMINSTRATOR - POSITION DESCRIPTION

Position details

JOB REFERENCE	VN-0744571
POSITION TITLE	Assistant Director, Financial Systems and Reporting
CLASSIFICATION	EL1
POSITION LOCATION	Canberra, ACT
SALARY	\$114,236 - \$130,288
POSITION/S	20023134
EMPLOYMENT STATUS	Ongoing Full time (37.5 hours) or Part time
SECURITY LEVEL	Baseline (minimum)
AGENCY	National Health Funding Body
SECTION	Finance
CONTACT OFFICER	Ben Nicholls Phone: (02) 6289 1359 Email: ben.nicholls@nhfb.gov.au
CLOSING DATE	11 August 2024

About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011.

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

- Calculating and advising the Commonwealth Treasurer of the Commonwealth's contribution to public hospital funding in each State and Territory (\$28 billion in 2023-24)
- Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 million records each year)
- Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records)
- Monitoring payments of Commonwealth, State and Territory public hospital funding into the National Health Funding Pool (the Pool)
- Making payments from the Pool to each Local Hospital Network (LHN)
- Reporting publicly on funding, payments and services
- Developing and providing three-year data plans to the Commonwealth, States and Territories.

About the role

The National Health Funding Body (NHFB) has an Executive Level 1 (EL1) employment opportunity available for an appropriately qualified system administrator, to undertake a range of support functions to help deliver transparent and efficient administration of Commonwealth, State and Territory funding of the Australian public hospital system.

Under the Chief Finance Officer, the role of the Assistant Director, Financial Systems and Reporting is to:

- Provide trusted advice to senior management and external stakeholders to achieve best practice financial administration
- Provide Level One support to Australian jurisdictions (system users), including day to day support requests, coordinating and delivering user training
- Provide input and technical expertise to maintain the integrity of the NHFP Payments System to mitigate fraud and cyber security incidents (system controls)
- Manage system administration tasks (including routine month-end rollover processes, monthly reporting, master data)
- Manage system interfaces and workflows (system administration and governance)
- Implement and manage enhancement projects, including change management.



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

- Relevant experience in financial systems and management across the public or private sector
- Demonstrated knowledge or expertise in public sector financial systems governance frameworks

Experience in the use of the TechnologyOne Financial Management Information System (FMIS) is preferred but not required.

Offers are subject to applicants achieving a minimum of Baseline security clearance prior to commencement. Applicants must be willing to undergo a process to obtain a Negative Vetting Level One (NV1) 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:

- Offering flexible work arrangements
- Fostering a positive workplace culture and encouraging work-life balance
- Providing a supportive and inclusive work environment.

In the 2023 Australian Public Service Employee Census, the NHFB was ranked first from 100 agencies when it came to 'SES Leadership' and second for 'Innovation' and 'Wellbeing'. Furthermore, 100% of staff expressed confidence that should they request flexible work arrangements, they would be given reasonable consideration.

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. Lead the achievement of strategic objectives through the utilisation of highly developed conceptual and analytical skills and the appropriate use of judgement
2. Exemplify personal drive and integrity to provide impartial and forthright advice to internal and external stakeholders
3. Build and sustain productive working relationships and work collaboratively internally and externally to successfully deliver multiple initiatives against tight deadlines to achieve objectives
4. Display well-developed oral and written communication skills, including the ability to liaise and negotiate effectively with internal and external stakeholders and industry partners
5. Display strong numerical, critical analysis, risk and problem solving skills and contribute to the assessment of organisational impacts.

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

Please contact the Chief Finance Officer, Ben Nicholls, if you require further information on (02) 6289 1359.