

SYSTEM ADMINSTRATOR SUPPORT OFFICER POSITION DESCRIPTION

Position details

JOB REFERENCE	VN-0759270
POSITION TITLE	System Administrator Support Officer
CLASSIFICATION	APS Level 6
POSITION LOCATION	Canberra, ACT
SALARY	\$96,492 - \$108,859 p.a.
POSITION/S	One
EMPLOYMENT STATUS	Ongoing Full time (37.5 hours) or Part time
SECURITY LEVEL	Ability to obtain a Negative Vetting 1 Clearance
AGENCY	National Health Funding Body
SECTION	Finance
CONTACT OFFICER	Ben Nicholls Phone: (02) 5132 4891 Email: ben.nicholls@nhfb.gov.au
CLOSING DATE	Sunday, 22 June 2025

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 Government's 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 43 million activities 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 APS Level 6 (APS6) employment opportunity available for an appropriately qualified system administrator support officer, 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 guidance of the Assistant Director, Financial Systems, the role of the System Support Officer is to:

- Provide Level One support to Australian jurisdictions (system users), including day-to-day support requests, coordinating and delivering user training
- Lead system administrative tasks, including routine month-end rollover processes, preparation of the annual financial statements and monthly/annual reporting
- Lead the maintenance of master data to ensure accurate payments and reporting (master data governance)
- Provide input into the performance of a range of system governance functions
- Assist in the management of system interfaces and workflows (system administration)
- Support Payments System enhancement projects and assist in the coordination of change (system change management)
- Support the Assistant Director in monitoring the operating effectiveness of internal controls designed to maintain the integrity of the Payments System.

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
- You must be willing to undergo, and obtain a Negative Vetting Level One (NV1) security clearance.

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

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

In the 2024 Australian Public Service Employee Census, the NHFB ranked first from 104 APS agencies for 'Wellbeing', 'SES Leadership' and 'Communication', and third for 'Innovation'.

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. Contribute to improving processes, meeting deadlines and deliver organisational outcomes
2. Display strong numerical, critical analysis and problem-solving skills and contribute to the assessment of organisational impacts
3. Work collaboratively with others across teams and with external stakeholders, and display initiative in achieving operational outcomes, successfully delivering against tight deadlines in a fast paced and demanding environment
4. Display well-developed oral and written communication skills, including the ability to liaise and negotiate effectively 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.

To apply, send your pitch, your current CV (no more than three pages), and a completed Candidate Application Form to nhfbhr@nhfb.gov.au by the closing date.

For further information, please contact the Chief Finance Officer, Ben Nicholls, on (02) 5132 4891.