

POSITION DESCRIPTION

Position Title:	Manager – Group Planning & Financial Sustainability
Business Unit/Department:	Chief Financial Officer
Division:	Finance
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 6 (HS6)
Reports To:	Director of Finance
Direct Reports:	Finance Business Partner; Administration Officer; Clinical Costing Analyst; Budget Coordinator; Analyst – Group Planning & Financial Sustainability
Date Prepared/Updated:	1 November 2025

Position Purpose

The Manager Group Planning and Financial Sustainability is a key member of the Finance Department leadership team, ensuring the finance function is performed to the highest possible standards. Leading key WH activities including budgeting, clinical costing, sustainability and major projects. The role is responsible for developing frameworks, guidelines and processes suitable for the size and scale of WH now and into the future.

The Manager Group Planning and Financial Sustainability must be able to work at both a highly detailed level and at a strategic level, whilst also providing leadership in achieving, upholding and promoting the Western Health Vision, Mission and Values.

Business Unit Overview

The Finance Department provides internal and external reporting on all financial matters including financial analysis and budget setting. Finance has four departments, Financial Accounting, Planning and Sustainability, Finance Business Partnering and Revenue.

The Group Planning and Financial Sustainability team supports WH by coordinating key enterprise wide activities including budgeting, clinical costing, sustainability and major projects. This includes creating frameworks, guidelines and timetables to support these processes given the size and scale of WH now and into the future. In addition to providing transparency and consistency, the team is also responsible for providing actionable insights and learnings that enhance WH financial and operational outcomes.

The Finance Department upholds Western Health's Values and has also developed its own Team Charter, outlining the behaviours and standards it strives to model, fostering a collaborative, high-performing culture.

Our Vision

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Key Responsibilities

- Develop a detailed understanding of the business and assist in driving the financial sustainability of Western Health
- Develop a detailed understanding of the funding regime WH operates within Develop a detailed understanding of the key cost drivers for the business and how they might be managed
- Lead the development, analysis and monitoring of the budget and forecast, in close consultation with the Board, CEO, Executive Team and senior managers
- Lead and coordinate the WH clinical costing process, in close consultation with the CEO, Executive Team and senior managers
- Lead and coordinate the financial input into Major projects impacting WH, including development of initial financial modelling through to embedding into BAU finance processes post Go-Live
- Coordinate the review of WH Financial Sustainability activities identifying cost effectiveness and efficiency actions to improve productivity
- Review Business cases for submission to the Director of Finance and Chief Financial Officer
- Staff management and leadership, monitoring staff workloads to ensure work is managed with regard to staff stress levels and competencies
- Model leadership capabilities (as below) and actively manage staff by challenging and correcting poor behaviour
- Ensure all staff have at least annually the opportunity to discuss their future and the support needed to give them the opportunity to achieve their personal goals one on one
- Stakeholder management, developing and sustaining positive internal and external relationships
- Prepare budget papers and other papers as directed for Board Sub-Committees
- Ensure compliance with all WH People and Culture policies and procedures
- Ensure compliance with the Health Service's Delegation of Authority and approval processes.

Leadership Capabilities:

- **Develop Talent:** Developing people to meet both their career goals and the organisations goals
- **Build Effective Teams:** Building strong identity teams that apply their diverse skills and perspectives to achieve common goals
- **Communicate Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. This may include organisation wide presentations as a subject matter expert
- **Instil Trust:** Gaining confidence and trust of others through honesty, integrity and authenticity
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies
- **Cultivate innovation:** Question the status quo and seek to create new and better ways of delivering on role specifics and organisation goals
- **Drives Results:** Consistently deliver on the tasks of this role, even under tough circumstances
- **Ensures Accountability:** Holding self and other accountable to meet commitments

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Executive Directors
- Divisional Directors
- Divisional Director of Finance
- CFO
- Finance Managers and Staff

External:

- Department of Health
- Health sector peer groups

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Selection Criteria

Essential:

- Tertiary qualification in business, accounting, management or related discipline
- Demonstratable experience leading/managing complex organisational Budget processes.
- Senior management skills with proven ability to develop and meet strategic, operational, change management and budgetary objectives
- Demonstrated capability for strategic analysis and problem-solving
- Capacity to understand the complexities and challenges of the health sector
- Demonstrated understanding of the complexities and challenges of a large multi-site organisation
- Excellent writing skills to the level required by a Board paper
- Excellent communication skills, particularly in relation to consultation, influencing and conflict resolution
- Proven ability to build and lead effective teams to deliver organisational goals and targets
- Well-developed interpersonal, people management, leadership and project management skills
- Skill in problem solving and decision making at the departmental level and interpersonal level

Desirable:

- Public Health experience
- Government funding experience
- Business case development, review and governance
- Expert data analysis and presentation skills
- Highly developed finance systems capability

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a Working with Children Check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment that may in any way be relevant to your role
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to the relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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