

MANAGER FINANCE AND ADMINISTRATION - NSW & ACT

Role description

Role titles	Manager Finance and Administration, NSW & ACT	EAO00563
Reports to	Director Corporate Services of NSW	
Classification	Grade 11 or 12	
Salary	Grade 11 \$103,026- \$107,394 Grade 12 \$114,121-\$ 119,149	
Location/s	AHPRA Sydney Office Level 51, 680 George St Sydney	
Date	July 2010	
AHPRA Contact for Applicants	Optional	
Closing date for Applications	11 August 2010	

Organisational context

The Australian Health Practitioner Regulation Agency (AHPRA) is a new national agency established to improve the quality and safety of Australia's health services through a modernised national regulatory system for health professionals.

AHPRA has an office in each State and Territory responsible for the majority of operational matters and a national office in Melbourne. AHPRA reports to a Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council. AHPRA supports the operations of the national boards for each profession covered by the scheme, and the State and Territory boards and committees established by the national boards.

The services provided by AHPRA to the National Boards employ best practice approaches to regulation and cover registration functions, the management of a national public register of health practitioners, the receipt of complaints on behalf of the Boards and, subject to decisions by States and Territories, responsibility to the Boards for the highest standards of professional investigations and disciplinary prosecutions.

In NSW regulation (complaints, conduct, performance and health/impairment) are managed under NSW legislation. AHPRA will liaise actively with agencies involved in administration of the NSW complaints arrangements, namely the Health Care Complaints Commission and the NSW Health Professional Councils Authority.

The ten health professions included in the scheme from operational commencement on 1 July 2010 are:

• Chiropractic	• Osteopathy
• Dental	• Pharmacy
• Medical	• Physiotherapy
• Nursing and midwifery	• Podiatry, and
• Optometry	• Psychology.

The new scheme enables health professionals to register once to work throughout Australia, reduces red tape, improves safeguards for the public and promotes a flexible, responsive and sustainable health workforce.

The job

The successful applicant will be required to:

1. Manage the finance and administration functions within the State and Territory.
2. Develop and monitor the budget for the office and provide regular quarterly and annual financial reports.
3. Oversight staff delivering purchasing, contract management, record management, facilities and fleet management.
4. Provide authoritative advice to resolve finance and administrative matters and recommendations for improvement of the national systems, processes and procedures.

Key Selection Criteria

Our ideal applicant will be someone who will have:

1. Accounting qualifications and member of CPA.
2. Experience in leading a team delivering finance and administrative services.
3. Well developed written and oral communication skills.
4. Well developed interpersonal skills, ability to develop and sustain productive working relationships.
5. Well developed conceptual, analytical and problem solving skills.