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**Role** Community Representative - Finance & Audit Committee

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**Date:** June 2018

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**Classification:** Not applicable

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**Employment Status:** Honorary

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**Conditions:** Not applicable

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**Our Vision:** We exist in a healthy and vibrant community where individuals have the capacity and potential to manage their own health and improve their physical, mental and social wellbeing. We are fully integrated with our community and together we plan for and respond to changing health needs through the provision of high quality and efficient health services.

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**Our Strategic Intent:** Beechworth Health Service is intrinsic to the fabric of the community. We exist, as the local component of a larger health system, so that people have access to services that support/encourage/enable them to lead a healthy quality lifestyle.

We are in the business of providing Acute Care, Aged Care, Sub-acute Care, Primary Health Services, Community Health Promotion and Visiting Specialist Services. Our core competence is to provide a range of services to fill current and emerging community health needs. In collaboration with service partners and the community we will be constantly looking for innovative ways to improve the health services we provide.

**At Beechworth Health Service we behave in a way that:**

- is respectful and reflects equality
- encourages participation by all
- enhances quality of life
- promotes flexibility, acceptance and innovation
- adapts to the changing needs and expectations of our clients and the community
- meets the highest standards of quality

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**Position Purpose:** To assist the organisation to meet its strategic and operational objectives in relation to Financial and Audit management. The Community Representative - Finance & Audit Committee role will contribute to the independence of viewpoints on financial matters as listed in the Finance and Audit Committee Charter, and represent the community served by Beechworth Health Service.

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**Qualifications and Experience:**

- **Skills**
  - Financial Literacy
  - Understanding of the principles of risk management
  - Reading and understanding financial statements
  - Industry-specific skills and knowledge
- **Qualities**
  - Integrity, Objectivity, Accountability, Honesty and Openness
  - Dedication of time and effort
  - An enquiring mind
  - Independence of judgement
  - Favourable police check
- **Experience**
  - Business experience in the public or private sector

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**Key Relationships**

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**Reports to:**

- Finance and Audit Committee Chair

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**Supervises:**

- Not applicable

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**Internal Liaisons:**

- Beechworth Health Service Board of Directors
- Finance and Audit Committee Chair
- Beechworth Health Service community
- Beechworth Health Servicer CEO
- Beechworth Health Service Director of Corporate Services
- Financial Auditors
- Internal Auditors
- Patients, clients and residents

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**External Liaisons:**

- Community members
- Victorian Auditor General
- Department of Health & Human Services
- Department of Social Services
- Victorian WorkCover Authority

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**Key Responsibilities:****Quality**

- Participate in the leadership of financial and auditing management improvement at BHS
- Contribute to a culture of a fiscally responsible and sustainable health service
- Participate in risk prevention and control
- Promote a commitment to conduct and behaviour of Committees, Working Parties and Project Teams within which the role participates

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**Experience**

- Promote the maintenance of a suitably resourced service for people accessing Beechworth Health Service
  - Acknowledge customer, audit and financial monitoring feedback and escalate issues of concern
  - Encourage the engagement of the consumer in the assessment of resource allocation and management at BHS
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### **Workforce**

- Participate in the review and planning of BHS's workforce framework.
- Promote and encourage innovative service delivery

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### **Relationships**

- Liaise with internal and external liaisons to within the Finance and Audit Committee Charter to assist problem solving
- Attend and participate in relevant meetings at BHS
- Present a courteous and respectful image to clients, colleagues, external organisations and other customers / visitors to BHS
- Develop and foster strategic relationships with key internal partners.

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### **Sustainability**

- Contribute to the evaluation of the use of BHS resources and investments
- Contribute to a culture that promotes the BHS Values
- Participate in the leadership of risk assessment and opportunity identification for the benefit of BHS
- Contribute to organisational wide improvement processes including compliance and improvement initiatives

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### **Risk Management:**

- To be observant with regard to identification of potential hazards and to act on those hazards appropriately which cannot be remedied immediately
- Observe risk management principles, policies and practices through the risk management BHS policy/framework
- Employ risk management principles and practices in the context of the Finance and Audit Committee Charter
- Raise any matter that may have a potential risk exposure to the organisation, fellow employees, contractors or the public

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### **Occupational Health & Safety:**

- To comply with provisions of the Occupational Health and Safety Act by taking all reasonable precautions to ensure the health and safety of self and others
- To report to the health service:
  - Unsafe equipment , work practices or conditions
  - Any incidents, near misses, injuries, or illnesses.
  - Potential Hazards
  - Damage or defects to Beechworth Health Service equipment or property

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### **Accountability and Extent of Authority:**

The incumbent of the position will be accountable for:

- Achievement of the agreed performance measures as defined in the Statement of Priorities for this role (appendix 1)
  - Undertaking the role in accordance with legislative and funding obligations
  - Undertaking the duties of the role in accordance with BHS policies
  - Operate in accordance with Beechworth Health Service's delegated authority
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A performance appraisal will take place in the first 6 months of commencement of the role and annually thereafter.

An agreed set of performance indicators will be determined and reviewed at these reviews.

As the occupant of this position, I have read and understood the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:-**.....

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Appendix 1: Statement of Priority accountabilities (three year appointment period)

**Statement of Priorities**

<b>Key areas of responsibility / Value Themes</b>	<b>BHS Service Plan / Strategic Plan / Statement of Priorities Accountability</b>
Quality	Participate in and contribute to the leadership of decision making at BHS with respect to quality of care
Experience	Participate in and contribute to the leadership of decision making at BHS with respect to experience of services through resource utilisation
Workforce	Participate in and contribute to the leadership of decision making at BHS with respect to quality of care
Relationships	Participate in and contribute to the leadership of decision making at BHS with respect to relationship development and management
Sustainability	Participate in and contribute to the leadership of decision making at BHS with respect to sustainability of services and business

**BEECHWORTH HEALTH SERVICE**  
**Finance and Audit Committee**  
**Nomination Form**

I, .....(full name) of .....

..... Postcode .....

Phone (BH) ..... (AH)..... Mobile .....

Fax: ..... Email: .....

hereby nominate to voluntarily serve as a community representative on the Finance and Audit Committee (FAC) of Beechworth Health Service.

Reasons for nominating: .....

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Please outline the contribution you believe you can make as a member of the FAC:

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Please list any skills and attributes that may assist with your contribution on the FAC:

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**PLEASE NOTE:** Members of the FAC will be required to undertake a Police Check and sign a Confidentiality Agreement.

You may provide a C.V and/ or list referees. (optional)

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Date: .....

(Signature)