

Cluster	NSW Health
Agency	Health Infrastructure
Division/Branch/Unit	Asset and Project Advisory / Asset Lifecycle and Economic Advisory
Location	St Leonards
Classification/Grade/Band	HSM3
Date of Approval	February 2021
Agency Website	www.hinfra.health.nsw.gov.au and www.health.nsw.gov.au

Agency Overview

Established in 2007 Health Infrastructure delivers sustainable and innovative infrastructure solutions to meet the needs of NSW Health and its stakeholders. Health Infrastructure also provides advice to Government, the Ministry of Health and Local Health Districts regarding asset development and lifecycle management.

For more information go to www.hinfra.health.nsw.gov.au and www.health.nsw.gov.au

Health Infrastructure Vision

Together we deliver future focused outcomes for the health system.

Health Infrastructure CORE Values

Our values are core to the way we behave at HI and are used as our guiding principles to unite our people. When used collectively, they can positively influence our capacity to act.

HI adheres to a tailored version of NSW Health's CORE values of Collaboration, Openness, Respect and Empowerment.

Primary Purpose of the Role

The primary purpose of the role is to conduct and manage the development of cost benefit analysis and financial analysis to meet the business requirements of the state-wide implementation of asset management policy and proposals. This role is also responsible for development of an evaluation framework and benefits realisation planning.

This role will contribute to a consistent and improved approach to asset management that is underpinned by the consideration of to lifecycle costs, performance and risks. This will enable health entities to broaden assessments of asset performance to take into account economic, social and environmental benefits.

Key Accountabilities

1. Manage cost benefit analysis of asset management policy implementation, related projects and proposals;
2. Develop and/or support financial analysis and financial impact statement;
3. Conduct analysis and evaluation of options in the development of asset management projects;
4. Conduct funding and value for money analysis in relation to asset management projects, procurement models and development of new initiatives;
5. Assist the Director, Asset Lifecycle and Economic Advisory in management of advisory services to asset management teams;
6. Manage the ongoing improvement and enhancement to the cost benefit analysis, benefit assessment methodology for asset management;
7. Develop and maintain strong relationships with stakeholders, including local health district / health entity financial executives and executive responsible for asset management; and
8. Research and maintain sound knowledge of best practices in cost benefit analysis, economic and funding issues, procurement initiatives and technology trends, in order to incorporate and reflect these as appropriate in asset management projects and advisory services.

Key Challenges

1. Dealing with multiplicity of complex issues and imperfect information to be considered in arriving at an appropriate course of action;
2. Achieving a coordinated and flexible approach is essential taking account of funding constraints and the maturity of asset management across health entities; and
3. Developing innovative strategies and approaches enabling new opportunities in procurement and delivery of asset maintenance services to realise potential financial benefits.

Key Relationships

Who	Why
Internal	
Executive Director, Asset & Project Advisory	<ul style="list-style-type: none"> • Communicate information related to lifecycle asset maintenance benchmark cost and financial analysis results to inform asset management budget planning. • Facilitate discussion that will support evidence-based decision making to balance cost, risk and asset performance.
APA Directors, Asset Management Team and Managers	<ul style="list-style-type: none"> • Provide budgetary, analytical and financial management advice and services to inform asset management implementation decisions

- Ensure understanding of various asset management work streams and linkages to CBA and financial management integration.

External

Ministry of Health – Asset Management and finance team

- Ensure the development of CBA and financial impact statement are undertaken in collaboration with Ministry of Health.

Health Entities including local health districts and specialty networks

- Facilitate health entities' assessment of maintenance budget planning and projections by maintaining effective, collaborative relationships with Health entities.

Other Key Stakeholders (Treasury and INSW)

- Consult Treasury on CBA assessment methods and as peer review.
- Consult INSW on asset maintenance benchmarking

Role Dimensions

Decision making

This role:

- Is accountable for the quality, timeliness and integrity of analysis and advice provided
- Identifies changing priorities and make recommendations based on analysis and evidence.

Reporting line

This role reports to the Director, Asset Lifecycle and Economic Advisory

Direct reports

Nil

Budget/Expenditure

Not applicable.

Key knowledge and experience

1. Extensive skills and experience in business, financial or economic analysis;
2. Sound analytical and problem solving skills;
3. Excellent written and verbal communication skills;
4. Demonstrated interpersonal and relationship management skills with the ability to motivate and influence others to share ownership of organisational goals

Essential requirements

- Relevant qualifications in accounting, finance or other business disciplines.

Capabilities for the role


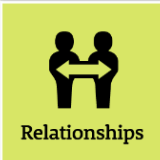
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

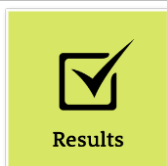
Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Take the initiative and act in a decisive way Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation 	Advanced
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Work Collaboratively	<ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration 	Adept

Collaborate with others and value their contribution

- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept

Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness

Adept



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Identify and share business process improvements to enhance effectiveness
- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management
- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate



Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

Health Infrastructure Vision and CORE Values

'Together we will deliver future focused outcomes for the health system.'

Collaboration	Openness
<ul style="list-style-type: none"> We share knowledge, information and lessons learnt. Spend time to reflect and support others. Engagement with our external stakeholders and suppliers. Work as one team to achieve desired outcomes. Induct and welcome all. 	<ul style="list-style-type: none"> Communicate clearly and transparently. Act in a way to encourage alternative views and opinions. Provide constructive feedback in an appropriate manner. Actively listen to others in all meetings and communication. Engage with others and be courteous.
Respect	Empowerment
<ul style="list-style-type: none"> Acknowledge and respect all stakeholders - internal and external. Respect other points of view and allow others to speak. Demonstrate awareness and equity for all. Consider the impact of behaviour on others – “it’s not ok”. Celebrate success, provide recognition and appreciation. 	<ul style="list-style-type: none"> Demonstrate leadership and encourage people to grow. Encourage decision making and delegation to support. Provide clarity of role and feedback on performance. Trust and support to follow agreed processes. Recognise skills and knowledge of staff.

Acknowledgements

Incumbent

*I confirm that I have read, understand and agree to the expectations and requirements for the **Asset Management Senior Business Analyst** position.*

Name:

Signed:

Date:

Line Manager

Name:

Signed:

Date:
