

## Position Description

<b>Position title</b>	Parkville EMR Senior Business Manager
<b>Department / Division</b>	Parkville EMR (Office of the CEO)
<b>Classification</b>	AO81 – AO85 (Grade 8, Year 1 – Grade 8, Year 5)
<b>Position reports to</b>	Parkville EMR Director
<b>No. of direct &amp; indirect reports</b>	n/a
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

### **Parkville Electronic Medical Record (EMR)**

The Parkville EMR is a digital partnership between The Royal Children's Hospital (RCH), Peter MacCallum Cancer Centre (Peter Mac), The Royal Melbourne Health (RMH) and The Royal Women's Hospital (RWH). The Parkville EMR team (employed by RCH) maintains, operates, and optimises the Parkville EMR Service for the benefit of all 4 health services. The Parkville precinct partners are committed to continuing the success of the EMR to deliver the vision as a world class EMR, shared with patients, to support the delivery of safe, high quality and seamless healthcare across Parkville and improve health outcomes for all Victorians.

### **The Royal Children's Hospital**

The Royal Children's Hospital's (RCH) vision is to be a great children's hospital – delivering Great Care, Everywhere. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.

RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <https://www.rch.org.au/quality/child-safety/>.

### **Peter MacCallum Cancer Centre**

The Peter MacCallum Cancer Centre (Peter Mac) is a Victorian public health service and a world-leading comprehensive cancer centre seeking to excel across all spheres of clinical care, research, and education. We have

the largest cancer research enterprise in Australia and provide treatment to about 40,000 people with cancer each year.

We have a leading role in fundamental, translational, and clinical cancer research that drives excellence in cancer care. We are dedicated to lifting the standard of cancer care for all Australians and continuously innovating to increase access to care, maximise quality of life and improve patient outcomes. We work in collaboration with partners across the state to ensure every Victorian gets access to the best cancer care. We are also increasing our national and global presence and furthering our existing impact on cancer care through education and by leading and collaborating on landmark cancer research locally and worldwide. Everything we do is underpinned by our core values, excellence, compassion, and innovation.

### **The Royal Melbourne Hospital**

The Royal Melbourne Hospital (RMH) is one of Victoria's largest public health services, employing approximately 10,000 staff and managing over 1,400 beds. We provide comprehensive acute, sub acute, general, specialist medical and mental health services through both inpatient and community based facilities through the following services: The RMH – City Campus, The RMH – Royal Park Campus, North Western Mental Health and The Doherty Institute for Infection and Immunity. We provide one of the two adult major trauma services to the state of Victoria.

The RMH provides services to the culturally diverse communities of northern and western metropolitan Melbourne, as well as providing general and specialist services to regional and rural Victorians as a tertiary referral service. All The RMH services provide person-centred care. This ensures that the care received is timely, patients and family/carers are treated with respect, and that effective communication occurs with patients and family/carers about all aspects of care.

### **The Royal Women's Hospital**

Since 1856, the Royal Women's Hospital (the Women's) has been providing health services to women and newborn babies in Victoria. Today, the Women's is one of Australia's leading specialist public hospital dedicated and advocating for the health and wellbeing of women and newborns. Through our campuses at Parkville and Sandringham and by supporting ten research centres, the Women's is advancing healthcare for women in maternity services and the care of newborn babies, gynaecology, women's health and women's cancer services. The Women's believe that health equity for all women is more than a vision; it is the essence of who we are and what we do encompassing our values, role and purpose.

RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at [www.rch.org.au](http://www.rch.org.au)

## **ROLE CONTEXT**

The Parkville EMR Senior Business Manager acts as a strategic finance business partner to enable informed decision-making, operational efficiency, and long-term financial sustainability. Sitting at the intersection of operations and corporate services, this role supports the delivery of high-quality EMR services by aligning financial planning and performance with the Division's strategic objectives and the broader goals of the hospital and health service. In addition, the Senior Business Manager plays a key role in coordinating and managing financial and commercial functions across the four hospitals within the Parkville Precinct. This includes leading joint budgeting processes, overseeing cost recovery frameworks, managing shared contracts, and driving financial alignment across service delivery areas.

## ROLE PURPOSE

The Parkville EMR Senior Business Manager, will be a CA/CPA qualified management accountant with proven success in working both autonomously and within a team. The role requires a proactive disposition, enabling seamless integration into the team to make valuable contributions.

The role is required to oversee management account functions, budgeting, forecasting, variance analysis, performing monthly reviews and reporting to senior management. This role also involves working within the Parkville EMR Governance Framework to support financial and operational decision-making across the precinct and will be required to prioritise and meet deadlines requiring great attention to detail.

## KEY ACCOUNTABILITIES

### Stakeholder Management/Business Partnering

- Manage and maintain a good working relationship with the RCH Finance Department and the Operations Division Management Accountant and provide financial and commercial insights.
- Manage and maintain a good working relationship with the EMR Directors and the Finance Departments at each health service liaising with key finance and business owner stakeholders.
- Lead the health services to work together efficiently for all finance activities required to meet the Parkville EMR operational needs.
- Oversee communication with EMR vendors, local health service EMR teams and EMR application teams in relation to financial obligations.
- Manage internal and external stakeholder relationships, including working cooperatively with the EMR team.

### Financial Management

- Plan and manage finance activities for the Parkville EMR service.
- Produce budgets, forecasts and cash flow positions, managing the Parkville EMR budget in collaboration with the precinct partners.;
- Oversee invoice management processes and contribute to process improvement initiatives.
- Track expenditure against forecasted budget, reconciling costs and provide month end analysis and commentary on results.
- Lead the Parkville EMR compliance for financial principles and structures.
- Manage the processes for capitalisation and recognition of finances including monthly journaling.
- Ensure program accounts are set up to meet financial reporting requirements across all sites.
- Manage all financial change requests for the Parkville EMR service.
- Manage all finance schedules to support the Parkville EMR contract management.

### Governance and Reporting

- Support the governance structures for the Parkville EMR Operations Management and Executive Committee with ownership of finance related agenda items.
- Identify, escalate and review financial risks and issues.
- Implement financial management tools and actively focus on continuous improvement for operational efficiency.
- Oversee and manage the documentation of financial processes and procedures.
- Present financial reports to stakeholder groups and Parkville EMR governance committees.
- Oversee financial controls and processes to safeguard assets and minimise risk.
- Identify and mitigate financial and operational risks relating to the Parkville EMR service.

### Strategy and Leadership

- Support capital planning and asset management by developing business cases for major investments, with a focus on long-term financial planning and strategic alignment.
- Provide strategic advice based on accurate analysis.
- Support and assist with quality assurance and auditing activities.
- Identify opportunities for cost savings

### QUALIFICATIONS AND EXPERIENCE

#### Essential:

- Tertiary qualifications in a related field and/or significant relevant industry experience.
- CA/CPA qualified management accountant.
- An understanding of the healthcare sector.

#### Desirable:

- Oracle Financial Management experience.
- Competent in using M365 and Visio to support management functions.

### KEY SELECTION CRITERIA

- Demonstrated experience in leadership/management in a complex environment with multiple stakeholders.
- Exposure to high paced and quickly changing environments.
- Demonstrated ability to manage complex cost-sharing and funding arrangements across multiple stakeholders, with the proven capability to communicate effectively to non-finance audiences, simplifying complex concepts and fostering informed decision-making.
- Exceptional planning and organisation skills, the ability to work effectively in a team environment as well as autonomously when the requirement arises, and meet stringent timelines.
- Demonstrate problem solving and analytical skills to identify trends and anomalies.
- Excellent verbal, written and interpersonal skills with an ability to communicate and interact with senior internal and external stakeholders.
- Demonstrated experience and understanding of computerised financial management systems and proficiency in the use of software applications.
- Sound judgement and an ability to recognise and respond appropriately to issues and situations requiring confidentiality or professional discretion;
- Advance knowledge and use of Microsoft Excel.
- Proven ability to prioritise work and attention to detail.

### OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

## RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

## QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

**The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.**

Position description last updated

August 2025