Position Description

Position Title	Director
Position Number	30100793
Division	Finance and Resources
Department	Financial Planning & Analysis
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Administrative G7
Classification Code	HS7
Reports to	Chief Financial Officer
Management Level	Tier 2 - Director Operations Managers
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: Bendigo Health Website - About Bendigo Health

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Director Financial Planning & Analysis is a key financial leadership role responsible for driving organisational performance through the provision of strategic financial planning, forecasting, analysis and decision support. The position leads the development of contemporary financial management practices that enable Bendigo Health to meet its strategic, operational and financial objectives in an increasingly complex healthcare environment. Working closely with Executive leaders, Directors and managers across the organisation, the role provides expert advice and insights that support resource allocation, service planning, performance improvement and long-term financial sustainability.

Responsibilities and Accountabilities

The Director Financial Planning & Analysis provides leadership and oversight of financial planning, management accounting, budgeting, forecasting, activity-based funding, costing and performance reporting functions across Bendigo Health.

The role is responsible for developing strong partnerships with operational and clinical leaders to support informed decision-making, improve financial accountability and identify opportunities to enhance performance and efficiency. Through the delivery of accurate, timely and meaningful financial information, the position ensures organisational resources are aligned to strategic priorities and supports the achievement of sustainable high-quality healthcare outcomes for the community.

Key Responsibilities

- Provide professional leadership and development to the Business Directors, Management Accountants, Costing and Business Analysts and the wider organization.
- Work collaboratively with all directorates to identify and evaluate opportunities to improve financial performance.
- Undertake benchmarking to identify opportunities for reform or improvement.
- Developing appropriate key performance indicators (KPIs) and targets (organisation wide and service specific) relevant to each program / service stream, in conjunction with senior management, resource managers and users across Bendigo Health
- Coordinating the timely and comprehensive analysis of financial, activity and operational performance data, identifying trends in practice and monitoring operational performance against the 'Statement of Priorities', specific KPIs, and revenue streams for all service streams
- Conducting analysis and preparing performance reports for Board, Executive and stream Executive Directors utilising all available performance data
- Coordinating Clinical Costing data submission for the organisation in line with departmental requirements
- Coordinating Activity Based funding implementation and its impact on the organisation
- Coordinate the annual Bendigo Health budget build and control mechanisms including; global settings, top down budget builds, budget reviews and analysis
- Liaising with Business Directors and Department Managers in developing and framing budget builds, forecasting and monthly reporting requirements
- Coordinating the yearly budget education and training processes
- Contributing to the monthly review of Bendigo Health financial performance

- Assisting in the development, review and continuous improvement of financial systems and procedures
- Assisting in the development of operational plans where financial planning and analysis is required
- Attending Bendigo Health Finance Sub-Committee meetings as required
- Participating in staff development and training as required
- Other duties as directed by the Chief Financial Officer.

Key Selection Criteria

Essential

1. A relevant University accounting or commerce qualification and membership of the CPA/ICAA
2. Experience at a senior management level to be able to develop and influence outcomes in a large, multifaceted organisation
3. Extensive knowledge of business management including budget development, forecasting, costing, analysis and reporting
4. Demonstrated high level quantitative and analytical skills in financial, business, and strategic planning
5. Proven team building skills with a track record in change management including an ability to adapt to a changing environment
6. Demonstrated ability to communicate effectively with all levels of management and external stakeholders
7. Demonstrated ability to foster a culture that encourages positive working relationships, a safe workplace, financial responsibility, innovation and productivity improvement.
8. Ability to work as part of a team as well as independently

Desirable

9. Experience within a healthcare setting.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health

- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.