

POSITION DESCRIPTION – executives and senior managers

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| Position Title: | Chief Finance & Value Officer |
| Business Unit/Division: | Office of the Chief Finance and Value Officer |
| Classification: | HEER Contract |
| Reports To: | Chief Executive Officer |
| Date Prepared/Updated: | 1 July 2026 |

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| Position Purpose |
| <p>The Chief Finance and Value Officer (CFVO) is responsible for the effective leadership and efficient management of:</p> <ul style="list-style-type: none"> • Finance • Capital Development • Procurement <p>The CFVO has responsibility for the leadership, vision, direction, and strategic advice in relation to these three operational areas.</p> |
| Business Unit Overview |
| <p>The CFVO role is part of the Executive team and as such the following are part of the CFVO's Executive accountabilities:</p> <p>System-Level Responsibilities</p> <ul style="list-style-type: none"> • The CFVO interprets government policy and translates state and federal health reforms, funding rules and policy changes into clear financial and operational implications for the organisation. • The CFVO advises the CEO and Board by providing authoritative guidance on funding models, activity-based funding performance, financial risk, and long-term sustainability. • The CFVO represents the organisation in statewide CFVO forums, health service networks and government consultations to ensure organisational interests are understood and reflected in sector-wide discussions. <p>Funding & Performance</p> <ul style="list-style-type: none"> • Monitor activity-based funding — The CFVO ensures the organisation consistently meets its activity targets and complies with the funding requirements attached to those activity streams. • Oversee costing and pricing — The CFVO ensures all clinical services are accurately costed and priced to support funding negotiations, operational decision-making and financial transparency. • Lead financial sustainability planning — The CFVO develops and implements long-term financial strategies that maintain organisational viability within constrained and evolving public health funding environments. |

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Operational & Clinical Support

- Support Clinical Divisions — Partner with clinical leaders to ensure safe, efficient, financially sustainable care.
- Ensure Best Care Financial Alignment — Align financial decisions with quality, safety, and patient-care priorities.
- Manage Emergency Funding — Oversee financial response to surges, outbreaks, or emergency events.

Governance & Compliance

- Ensure Legislative Compliance — Meet obligations under the Health Services Act, Standing Directions, and DH frameworks.
- Strengthen Internal Controls — Maintain robust systems to prevent fraud, error, and financial mismanagement.
- Lead Audit and Assurance — Oversee internal audit, external audit liaison, and risk mitigation.

Additional Executive Responsibilities

- As part of the executive management team, assist in formulating and then achieving Western Health's strategic objectives and targets.
- Promote and lead a positive workforce culture
- Act as a role model and mentor, modelling Western Health's values in leadership behaviour
- At all times exhibit positive support for the organisation's programs
- As part of the Executive, support and deliver Best Care
- The role acts as Western Health's Chief Finance Officer for the purposes of the *Financial Management Act 1994 (Vic)*.

Key Accountabilities

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| Our Purpose | Providing the Best Care for the people of the West, in the right place and the right time. |
| Direction 1: We partner with patients and families | <p><i>Our patients and families are actively involved in their care and connected to the right services.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates consistently engage with our patients, carers and community to learn about their needs • Employees consistently tailor care to suit all cultures, identities and abilities • Employees continue to empower patients prior to, during and after their care, so they can manage their condition, advance their recovery and feel supported in making decisions |
| Direction 2: We care for our people | <p><i>Our employees and volunteers are supported, engaged and equipped to embrace a dynamic future.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates support our people to be their best, by promoting a safe and inclusive workplace • Directorates foster a culture that empowers all, encourages innovation and respects wellbeing • Employees are equipped to continue their great work and embrace new opportunities |

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| <p>Direction 3: We deliver services for the future</p> | <p><i>Our services are expanding within and beyond hospital walls, advancing high-quality and connected care. To meet the needs of our communities, we are expanding our services, locations and technology options.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates strengthen our profile with personalised care options within and beyond hospital walls • Employees provide equitable and timely access to our services, delivered in a socially responsible way • Employees provide a range of care options to give patients greater choice around how and when they receive care • Directorates enable digital services that are pro-active, smart, and inclusive ensuring more people can benefit irrespective of place |
| <p>Direction 4: We are better together</p> | <p><i>Our respectful relationships with our community, system-wide partners and each other drive collaboration and better outcomes.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Directorates engage and collaborate to improve the health and wellbeing of our communities • Employees listen, learn and act, so that patients can benefit from our collective worth to achieve their health goals • Directorates drive system reform through our relationships with healthcare providers, academic partners, and health colleagues • Directorates innovate across clinical and non-clinical teams to live and deliver Best Care for people of the West |
| <p>Direction 5: We discover and learn</p> | <p><i>Our innovation, research and education inspires and benefits our patients, employees and communities, to deliver a better future.</i></p> <p><i>To support the achievement of this Direction, all Executive and Senior Managers are required to ensure:</i></p> <ul style="list-style-type: none"> • Employees question, investigate, evaluate, adapt and innovate as we share, mentor, encourage and learn • Directorates drive continuous improvement of the quality and sustainability of our services and facilities to ensure accessible care for future generations • The encouragement of life-long learning; fostering curiosity and supporting employees to lead and participate in research and education, and to be recognised as specialists in their fields |
| <p>Occupational Health & Safety and Other Obligations:</p> | <p><i>Model proactive leadership, drive and commitment to ensure:</i></p> <ul style="list-style-type: none"> • Western Health’s obligations for Occupational Health and Safety (OHS) and Work Cover rehabilitation are met • Compliance with OHS and Work Cover legislation • Compliance with OHS policies and procedures • A safe and healthy environment for employees, contractors, patients and visitors • The key performance targets and objectives, detailed in the Western Health strategic OHS plan, are supported, promoted and achieved • Risks are identified, assessed and controlled as far as practicable with injury prevention being a high priority • Safe work systems and controls are in place, which are regularly monitored for effectiveness |

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- The Western Health prescribed OHS training and education sessions are attended, including all personnel responsible for managing employees
- Health and Safety initiatives are developed and delivered to continually improve Western Healths safety maturity (culture)
- Organisation wide strategic responsibility for record keeping is maintained including compliance with record keeping operations and standards

Role Specific Responsibilities

As the senior Financial Executive, the CFVO will take ownership of:

- Financial Reporting both internal and external
- Budget construction and monitoring
- Assessment of the financial implications of business decisions
- Preparation and submission of Statutory Accounts
- Compliance with the Financial Management Compliance Framework
- Executive Sponsor for the finance related Board sub-committees which are the Finance Committee and the Audit Committee
- Delegation of Authority
- Business Case approval process
- Internal Audit program

CFVO responsibilities in Capital Development

- Oversee the capital budget — Leads the development of the organisation's capital budget, including needs assessment, asset maintenance planning, funding analysis and the construction of a sustainable capital program.
- Ensure timely and cost-effective project delivery — Ensures all capital projects are delivered on time, within approved budgets and in accordance with organisational and government requirements.
- Optimise capital resource allocation — Manages limited capital resources to maximise organisational benefit and align investment decisions with strategic priorities.
- Assess and validate business cases — Reviews and validates all capital business cases to ensure they are accurate, feasible and appropriately scoped.
- Ensure accurate capital cost estimation — Confirms that all capital proposals accurately reflect scope, timelines and required budgets, with financial risks clearly identified and managed.
- Lead external capital liaison — Maintains effective relationships with government agencies, including the Victorian Health and Human Services Building Authority, to support capital

The CFVO acts as the Chief Procurement Officer for Western Health

- Ensure Ethical Procurement — Uphold probity, transparency, and value-for-money in all purchasing.
- Strengthen Supply Chain Resilience — Ensure continuity of critical clinical supplies, especially during disruptions.
- Whilst procurement can occur at all levels through the organisation the CFVO, through the Procurement Division, has the following key responsibilities
 - Tendering and tendering processes
 - Policy and procedure for all procurement
 - Compliance with Health Purchasing Victoria policies
 - Inventory management

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| <p>People Management</p> <p>Western Health expects all staff to act ethically and demonstrate a supportive, positive workplace culture. Western Health has zero tolerance towards bullying, discrimination and sexual harassment.</p> <p>All staff must:</p> <ul style="list-style-type: none"> • Act in accordance with the Code of Conduct • Ensure employees are clear about what they need to achieve at work and are supported to deliver and to develop, via active participation in day-to-day conversations about performance and via the annual performance development process • Ensure any risks and adverse events are reported appropriately and promptly, and prevention strategies are implemented to ensure the safety of all patients and consumers • Ensure all staff have position descriptions and conduct at least an annual performance review of staff, identify skill gaps and develop individual plans of action. • Develop workforce capacity and capability to achieve high standards of performance. • As an Executive, support succession planning and development of staff within the organisation, acting as a mentor as required. | | |
| <p>Key Outcomes:</p> | <p>The key challenge/outcomes for this role will be identified in the incumbent's performance plan and should align with Western Health's Strategic goals, organisational business plan and directorial business plan.</p> <p>A key focus is the delivery of outcomes as identified in the Statement of Priorities as agreed between Western Health and the Department of Health.</p> | |
| <p>Key Challenges of the Position:</p> | <p>Click here to enter text. Provide a brief summary of the key challenges of the position.</p> | |
| <p>Financial Management:</p> | <p>Annual Budget:</p> | <p>\$ Excess of \$2B</p> |
| <p>People Management:</p> | <p>Positions reporting to this role:</p> | <p>3</p> |
| | <p>Total employee management (EFT):</p> | <p>104</p> |
| <p>Key Working Relationships:</p> | <p>Internal:</p> <ul style="list-style-type: none"> • Chief Executive • Board and Board Committees • Executive • Senior Leadership Group <p>External:</p> <ul style="list-style-type: none"> • Department of Health • VHHSBA <p>Member of:</p> <ul style="list-style-type: none"> • Chief Financial Officer Network <p>Lead:</p> <ul style="list-style-type: none"> • Divisional Director - Finance • Divisional Director – Capital Development • Divisional Director – Procurement | |
| <p>Key Selection Criteria:</p> | <ul style="list-style-type: none"> • Demonstrated leadership capability — Shows the capacity to operate effectively as a member of the Executive team, stimulate constructive debate and support colleagues in achieving organisational objectives. • People management capability — Builds and leads high-performing teams that consistently deliver against organisational goals and targets. • Ability to lead a team — Provides clear direction, fosters accountability and develops team capability to ensure strong performance and | |

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| | <p>continuous improvement.</p> <ul style="list-style-type: none"> • Senior management skills — Demonstrates the ability to develop and achieve strategic, operational, change management and budgetary objectives in a complex environment. • Strategic analysis and problem-solving — Applies strong analytical capability to identify issues, evaluate options and support sound organisational decision-making. • Understanding of the health sector — Understands the complexities, regulatory settings and operational challenges of the public health sector. • Experience in multi-site operations — Demonstrates an understanding of the challenges associated with leading within a large, multi-site organisation. • Excellent written and verbal communication — Communicates clearly, persuasively and appropriately with internal and external stakeholders. • Well-developed interpersonal skills — Builds strong relationships, engages effectively with diverse groups and fosters a positive organisational culture. • Problem-solving and decision-making — Applies sound judgement to resolve complex issues and make timely, evidence-based decisions. • Strategic planning experience — Demonstrates experience in developing and implementing strategic plans that align with organisational priorities. • Tertiary qualifications in business, management or related discipline • CPA with Health sector experience. |
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Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, Part 5A of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

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- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

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| Employee's Name: | Click here to enter the Employee's name. | | |
| Employee's Signature: | | Date: | Click here to enter a date. |
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