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## POSITION DESCRIPTION

**POSITION TITLE:** REGIONAL LEAD, CORPORATE SERVICES & CFO

**DEPARTMENT:** SENIOR LEADERSHIP

**CLASSIFICATION:**

**UNION:** OUT OF SCOPE

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** CHIEF EXECUTIVE OFFICER

**POSITIONS SUPERVISED:** VARIOUS DIRECTORS, MANAGERS & EXECUTIVE ASSISTANT

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## POSITION SUMMARY

Provide overall support to the SDO for facilities support services including facilities management, housekeeping, food services, security and auxiliary services. Manage and lead a team that provides enterprise financial and corporate support services and all aspects of finance including financial planning, forecasting, and reporting. Ensure the delivery of cost-effective, efficient and reliable health service support functions and finance services for their service delivery organization. Ensure corporate services and finance assists senior organizational leaders with timely, cost effective support services and accurate financial information and advice in support of region's strategic and operating plan. Oversee the development of strategic planning, annual operating and capital budgets for the region by engaging all program areas to ensure an accurate reflection and accounting of financial pressures in the budget cycle.

The position of Regional Lead Corporate Services & CFO functions in a manner consistent with, and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority.

Corporate support services coordinates and guides the executive and senior leadership of the enterprise in developing and attaining government approval for its funding. It provides overall support to the SDO for facilities support services including facilities management, housekeeping, food services, security and auxiliary services.

## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Manage and lead a team that delivers cost-effective, efficient and reliable health service support functions including, facilities management, housekeeping, food services, security, auxiliary services and all aspects of finance including financial planning, forecasting and reporting for the service delivery organization (SDO).
- Ensure corporate support services assists senior leaders with timely, cost-effective facilities and financial service including providing accurate financial information and advice and reporting in support of the SDO's strategic and operating plan.

### **Strategic and Operational Planning (20%)**

- Oversee the development of the SDO strategic and operating plan, annual operating and capital budgets, engaging all programs areas to ensure an accurate reflection and accounting of financial pressures in the budgeting cycle.
- Develop and ensure the achievement of the outcomes defined in the corporate support services annual operating plan and ensure these are aligned with the SDO's strategic and operating plan and effectively communicated to direct reports.
- Identify and inform executive leaders of immediate and long-term opportunities and risks.
- With executive and/ or clinical sponsorship, lead and champion annual sustainability initiatives and measure benefits realization to ensure planned expenditures are aligned with approved funding, required regulatory compliance and appropriate risk management.
- Lead the development, revise as required, and ensure compliance with the organization's facilities management and finance policies and procedures.
- Act as the lead SDO representative with the provincial services areas providing provincial shared services such as capital planning, legal services, risk management services, privacy, etc.

### **Corporate Support Services Management and Delivery (30%)**

- Oversee the corporate support services ensuring meeting or exceeding key performance indicators and continuously work to support quality improvement initiatives.
- Ensure adherence to standards and requirements for span of control.
- Ensure delivery of services in a cost effective efficient manner to enhance patient care and supports clinical services delivery.
- Work with the auditing committee of the board of directors and provide monthly updates.
- Establish, improve and ensure monthly forecasting and variance analyses are provided to government funders, the board of directors, executive and senior management ensuring they are informed of the forecasted financial position for the fiscal year, major cost drivers and variance explanations.
- Ensure the development and delivery of monthly financial reporting to all relevant stakeholders within the organization including:
  - finalizing the General Ledger
  - issuing monthly financial statements sand developing various required self-generated reports for cost centre managers
  - completing and distributing the monthly finance report to the board of directors, executive management, and operational management

- Oversee the finance department in completing the annual year-end audit function; ensuring all working-paper files, trial balance and draft audited statements are complete for the review of the external auditors; ensure the implementation of all feasible and appropriate recommendations from the auditors management report.

#### **Service Area Financial and Performance Management (30%)**

- Development and manage the approved budget and expenditures for corporate support services in alignment with approved operating plans and policies.
- Report on metrics and key performance indicators aligned with strategic and operating plans that demonstrate economic sustainability, service effectiveness, quality and efficiency (ex. client service access, service outcomes, stakeholder engagement, etc.)
- Maintain and apply current knowledge and information on trends in facilities management, financial management and accounting to develop, implement and monitor effective processes, tools, systems and strategies to support strategic and operational goal achievement in the organization.
- Lead the development of facilities management and finance and accounting specific policies and procedures for the organization.
- Lead the corporate support business unit to achieve goals and performance targets established in alignment with the overall strategic and operating plans including communicating priorities, required resources (physical, human, financial, technological, intellectual), activities and deadline, and any necessary changes.

#### **Staff Management (20%)**

- Lead a team of staff in an engaged work environment focused on supporting the clinical services and operational goals of the organization.
- Establish and maintain functional organizational structure for the business unit, and an accompanying workforce/talent plan, adhering to the patterns for a SDO within an integrated health system
- Delegate and assign accountability for important outcomes aligned with strategic goals to appropriate staff in the work area, providing ongoing support and direction to ensure goals are achieved.
- Model and ensure compliance with all organizational policies, procedures, standards of practice and guidelines, and all external legislative, regulatory, accreditation and applicable professional requirements.
- Evaluate and manage the performance of direct reports.
- Provide performance feedback to direct reports based on their interaction with clients and the outcome of their work.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

#### **OTHER**

- Performs other duties as assigned.

This position is guided by the foundational documents of the organization including the organizational vision, mission, values and policies and available tools, models, methods and standards to support best practices from established independent organizations such as international financial reporting standards (IFRS), the Canadian public sector accounting standards, generally accepted accounting principles (GAAP), and reviewing legislation and regulations

related to financial activities including taxation where required, and other applicable legislation, regulations and standards.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Post-secondary degree in a related discipline such as management or economics from an accredited educational institution.
- Postgraduate degree in a health leadership and/or business related field or other additional education in health leadership and planning are assets.
- Facilities management certification is an asset.
- Chartered Professional Accountant designation with current membership in good standing.

An equivalent combination of education and experience may be considered.

### **REQUIRED KNOWLEDGE:**

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### **EXPERIENCE REQUIRED:**

- Ten (10) years progressive management experience leading enterprise-wide corporate support service functions including business performance measurement, financial forecasting, and reporting in a large publically funded enterprise, preferably in healthcare, including:
  - Seven (7) years of experience overseeing financial planning and reporting and working with auditors
  - Seven (7) years of experience building and leading a high-performing corporate support services team delivering facilities management services
  - Five (5) years experience monitoring operational goal achievements and performance management.
  - Previous experience in public sector accounting and/ or in healthcare planning and delivery are assets.

### **SKILLS/COMPETENCIES:**

- Demonstrated senior leadership capabilities. The provincial health system in Manitoba has adopted the LEADS in a Caring Environment framework.
- Must be able to work safely in a typical computerized environment with frequent meetings at multiple sites throughout the organization, and to lift and carry items of up to approximately 10 kgs.
- Interruptions to respond to questions from executives and government representatives are common; dedicated and focused time for planning and concentration can be scheduled
- Regular travel throughout the service area requiring a valid Manitoba drivers license and use of a personal vehicle.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.

- Completes and maintain a satisfactory pre-employment security check.
- Satisfactory employment record.

### **Independent decision**

Authority for independent decision-making (hiring, performance management and termination) over a team of union-exempt professionals and unionized workers that:

- Provide financial advice and generate financial analysis and reporting to management decision-makers to enable and generate financial sustainable operations of the organization. This position has financial approval of expenditures as per the organizations signing authority limits, which this position may be involved in establishing/ revising.
- Provide facilities support including facilities management, housekeeping, security and auxiliary services.

### **Influence**

- Direct and continuous collaboration with SDO leadership at the board of directors, executive management and senior management levels.
- Gathers ongoing information, developing knowledge and skills to support the currency and ongoing efficiency of the corporate support services function.
- Interacts with civil servants to deliver and receive information, and with key vendors when products or services are required to enhance the planning, analysis and reporting capabilities of the corporate support services function.

Not included in the scope of this position: supply chain/ procurement services, internal audit, insurance and risk, technology/digital health, human resources and communications which are provided provincially or led by directors within their own structures and mandates from the organization.

The Regional Lead, Corporate Services & CFO possess and demonstrates the following LEADS Framework competencies that drive organizational success:

#### **Lead Self:**

*Time Management:* Manager own work activities and delegates tasks to achieve maximum efficiency.

*Mastery of Change:* Accepting of new initiatives and leads the implementation process amongst team members.

#### **Engage Others:**

*Leadership:* Facilitates, guides and mentors individuals and groups towards a vision, while maintaining group cohesiveness, motivation, commitment and effectiveness.

*Communications:* Communicates effectively both verbally and in writing such that messages are understood; understands the essence and subtleties of the communication and intended audience.

**Achieve Results:**

*Resource Management:* Manages human, capital, financial and information resources so that organizational objectives are achieved.

*Results Management:* Plans and establishes courses of action for self and others that are results oriented.

*Quality Improvement:* Continuously identifies and implements improvements in work systems to ensure that the highest possible level of quality service is achieved.

**Develop Coalitions:**

*Public/ Community Focus:* Responsive to the needs of health care, public, and community stakeholders and customers. Seeks partnership opportunities and actively promotes positive relations.

*Team Focus:* Strives to understand perspectives of team members, synthesizes with own opinion, presents convincing point of view, and resolves conflicts.

**Systems Transformation:**

*Conceptual Skills:* Identifies and analyzes situations and problems such that viable solutions are found. Approaches tasks and problems such that total systems and strategies are taken into account.

*Systems Thinking:* Aware of the interdependence of organizational systems and stakeholders and considers the whole in the formulation of solutions.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Assumes on-call duties which may include acting CEO status.
- Evening and weekend work as required.
- Will be required to travel throughout the region as duties may require.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: September 2020  
Date

Revised: March 2021  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO Date

Reviewed by: \_\_\_\_\_  
Lead, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

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Employee Signature