

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Functional Specialist – Corporate Applications</b>
<b>Reports to (Title)</b>	<b>Functional Lead – Corporate Applications</b>
<b>Group Director/ Chief</b>	<b>Chief Information Officer</b>
<b>Department</b>	<b>Information Technology (IT)</b>
<b>Position Location</b>	<b>154 Wattletree Road, Malvern, VIC</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	

### Position Summary & Role Purpose

The Functional Specialist – Corporate Applications provides functional support for the Cabrini applications portfolio which spans all corporate applications. You will specialise in one of these applications (Workday, Chris21, UKG Dimensions, JDE) and will also be involved in providing support for the others. The availability and quality of the applications is critical to the efficient and effective operation of Cabrini.

You are responsible for the functional design, configuration, testing, implementation, and functional support of secure, reliable, scalable and fit-for-purpose technology applications that achieve business outcomes considering technology strategy.

You will work with vendors where required to deliver outcomes as required.

You will be hands on and leverage technology and vendor product enhancements to effectively exploit opportunities.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

###### Leadership

- Operate as a trusted advisor throughout technology and the broader organisation providing solutions advice relating to corporate applications
- Influence decision making and investment priorities toward the agreed future state architecture
- Encourage and instil a culture of patient first across technology, understanding of goals and where value can be added
- Actively reflect on day-to-day activities, looking for continuous improvement opportunities across people, process, and tools
- Support decisions which influence the success of projects and team objectives
- Ensure you are doing the right work, at the right time, in the right way

###### Relationship Management

- Build and maintain business relationships with stakeholders, including those within IT, across the organisation, and external suppliers, based on trust and delivering to expectations
- Establish and maintain working relationships with peers across Technology

- Provide outstanding customer service and experiences, own and act on issues effectively and efficiently. Strive to exceed customer expectations

#### **Governance**

- Contribute to effective governance, including maintaining documentation
- Participate in governance forums as required

### **1.2 Operational Responsibilities**

- Responsible for the administration, and configuration of the corporate applications portfolio
- In conjunction with other Technology managers and teams, provide support for a program of availability and continuity activities
- Ensure corporate applications availability within SLAs
- Deliver product enhancements, upgrades and projects, and ensure delivery commitments to Service Units are achieved
- Work with vendors to deliver outcomes as required
- Actively manage risks and issues assigned to you
- Exercise substantial personal responsibility and autonomy. Plan own work to meet given objectives and processes
- Assist in developing and implementing policies, procedures, and standards
- Contribute to Service Unit communication for planned and unplanned impacts to the Cabrini ICT environment
- Any other duties as reasonably directed by the Functional Lead – Corporate Applications

#### **Financial & Commercial**

- Apply a commercial focus on all work to ensure that desired business outcomes and value are met

### **1.3 Security, Risk & Compliance**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Ensure the delivery of solutions considers compliance with relevant statutory and regulatory requirements
- Subscribe to vendor mailing lists relevant to the role. Analyse their security advisories/notifications, communicate them as appropriate, and support the development of appropriate remediation or mitigation actions
- Ensure compliance with our security policies and support security improvements considering best practice

### **1.4 Professional Development**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework

## **2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their

employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

### **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

### **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

#### **Organisational Relationships**

- Reports directly to the Functional Lead – Corporate Applications
- Maintains a close collaborative working relationship with IT team members
- Maintains a close collaborative working relationship with stakeholders across Cabrini

#### **Committee Membership**

**Will participate as a member of the following committees:**

- As directed by management.

#### **Staff Development**

**Will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary practices
- Contributing to the Cabrini professional development program as required

- Participating in performance reviews in accordance with Cabrini policy

## Key Competencies

### Educational/Vocational

- Tertiary qualifications in a relevant field

### Registration

- Not applicable

### Experience

#### Personal Qualities

- **Customer Focus:** puts the customer/user's needs first.
- **Problem Solving:** analyses issues and seeks information including engagement with key stakeholders to obtain diverse perspectives to obtain the best outcome.
- **Teamwork:** co-operates well and works well with others in the pursuit of team goals, shares information, supports others, shows consideration, and has concern and respect for others' feelings and ideas.
- **Initiative:** proactive and self-starting, seizes opportunities and acts upon them, and originates action.
- **Building productive networks:** establishes and maintains relationships with people, promotes harmony and consensus through diplomatic handling of disagreements, and forges useful partnerships with people across business areas, functions and organisations.
- **Resilience:** perseveres to achieve goals even in the face of obstacles, copes effectively with disappointments and setbacks, remains calm and in control under pressure and accepts constructive criticism in an objective manner, without becoming defensive.
- **Drive and Commitment:** is enthusiastic and committed, demonstrates capacity for sustained effort and hard work, and set high standards of performance for self. Strong time management, prioritisation and organisation skills including the ability to ultimately work unsupervised. Proven ability to meet deadlines and commitments.
- **Flexibility:** adaptable, receptive to new ideas, responds and adjusts easily to changing work demands and circumstances, are not bound by old ways of doing things.

#### Skills & Knowledge

- Excellent communication and interpersonal skills

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Behaviours that Matter

### Our mission

#### WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

#### WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

#### WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

### Our values

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

#### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve

- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

### **Integrity**

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

### **Courage**

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

### **Respect**

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

## **Behaviours that matter**

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes

We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

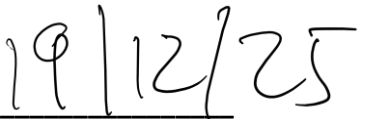
## APPROVAL

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

**Authorised:**

  
\_\_\_\_\_  
**Chief Information Officer**

  
\_\_\_\_\_  
**Date**