



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  MANAGER-HOSPITAL ADMINISTRATION	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  HOSPITAL ADMINISTRATION
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Manager-Hospital Administration will report directly to the Medical Director and report indirectly to the General Manager-Operations.	<b>5. NATURE &amp; SCOPE</b>  The Manager-Hospital Administration is accountable for the effective management of all hospital based services within the Eastern Regional Health Authority. He/She will be responsible for the planning, implementing, delivering and controlling of operations of the hospital in collaboration with the relevant medical personnel and for ensuring that the quality and range of care provided are the best possible within the available resources.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Manager-Hospital Administration: <ul style="list-style-type: none"><li>❑ Plans, directs and supervises the administrative, logistic and infrastructural support services within the Hospital.</li><li>❑ Manages all administrative matters for all staff employed or assigned to the Hospital, i.e. processing of leave, requesting employment documentation, preparation of payroll etc.</li><li>❑ Collaborates with the Operations Department and Biomedical Department for the maintenance of plant, buildings, equipment and utility services throughout the Hospital.</li><li>❑ Oversees the procurement process for all goods and services in keeping with the required policies and procedure.</li><li>❑ Contributes to the development and timely execution of activities listed under the Authority's Annual Business Plan for departments with the Hospital.</li><li>❑ Provides supervision and assists in the evaluation for external contractors in collaboration with the Project Unit for PSIP/DP projects and recurrent expenditure contracted services that relate to operations under purview.</li><li>❑ Manages the budget for all hospital-based services and assist in the development of budgets for Heads of Departments and to support units.</li><li>❑ Monitors the annual budgetary allocations for the Hospital.</li><li>❑ Develops and implement organizational systems and structures which will allow each head of department to manage their own departments and units and hold their own agreed budget, based on an assessment of workload and performance targets and objectives.</li><li>❑ Prepare submissions to the Board of Directors, reports to the Ministry of Health and other state agencies.</li><li>❑ Collaborates with the health care team in establishing mechanisms for improving patient and customer satisfaction.</li><li>❑ Facilitates the performance management process for all staff in collaboration with the Human Resources Department.</li><li>❑ Participates as a member of the Authority's Disaster Management Committee.</li><li>❑ Contributes to the development of the Quality and Occupational Safety and Health agenda of the Authority.</li><li>❑ Performs related work as may be required by the appropriate Authority.</li></ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"><li>❑ Knowledge of financial management, budgeting and budget preparation.</li><li>❑ Considerable knowledge in project management.</li><li>❑ Considerable knowledge of accepted standards and practices of maintenance for health institutions.</li><li>❑ Ability to plan and direct the operation of the business service of health services in an assigned area and to estimate needs accurately in advance.</li></ul>		

- ❑ Ability to plan, organize and supervise the work of a large group of subordinate employees.
- ❑ Ability to establish and maintain effective working relationships with professional staff, other employees and the public.
- ❑ Strong leadership skills.
- ❑ Excellent oral and written communication skills.
- ❑ Strong analytical, critical thinking and problem solving skills.

#### 8. MINIMUM TRAINING AND EXPERIENCE

- ❑ Post graduate training in Management and/or Hospital Administration/Health Services Administration.
- ❑ First degree in Management or any other related discipline.
- ❑ Certification in Facility, Operations Management or Project Management will be an asset.
- ❑ Extensive experience in current management theory and practices.
- ❑ A minimum of six (6) years' experience in a middle management or senior management position, preferably in the health sector.
- ❑ Relevant training and experience in strategic management principle and practices.
- ❑ Any other equivalent combination of training and experience.

#### 9. SUPERVISORY RESPONSIBILITIES

- ❑ Plant Engineer II
- ❑ Assistant Manager-Hospital Administration
- ❑ Human Resource Officer
- ❑ Accounting Assistant
- ❑ Materials Officer
- ❑ Transport Assistant
- ❑ Administrative Assistant

#### 10. COMMUNICATION AND WORKING RELATIONSHIP

##### ***Internal:***

- ❑ Medical Director
- ❑ Chief Executive Officer
- ❑ General Manager-Finance
- ❑ General Manager-Human Resources
- ❑ Members of the Management Team
- ❑ Manager-Para Clinical Services
- ❑ Hospital Nursing Manager
- ❑ All Heads of Department

##### ***External:***

- ❑ Other Regional Health Authorities
- ❑ Ministry of Health