

Business Data and Compliance Officer

Success Profile

As at 25/10/2024

<p>You will make a difference by</p>	<ul style="list-style-type: none"> • Managing a broad range of administration support functions to the Aged Care Services portfolio enabling meaningful and efficient service delivery. • Assisting in the design and efficient operations to optimise the invoicing and administrative processes that positively impacts services provision. • Supporting the care recipient journey with IPC Health by ensuring data is accurate, accessible and reported in a timely manner. • Ensure seamless management of care recipient fee contributions. • Managing the compliance and administration components of brokered services contractors, including managing the contracting renewal processes • Contributing to IPC Health’s strategic objectives by liaising directly and maintaining positive working relationships with internal and external key stakeholders (i.e. Aged care team, leadership team, finance and providers)
<p>To succeed, you will need</p>	<ul style="list-style-type: none"> • Experience and knowledge in Aged Care package management or the health sector, including relevant legislation. • Strong understanding of foundational financial concepts such as reconciliation, reporting, and accounts payable/receivable to ensure accurate financial records and compliance. Proven competency in data management and compliance including data entry, maintenance, quality assurance and governance. • Excellent attention to detail with high quality data management skills • Strong organisational and time management skills to achieve key deliverables. • Strong ability to identify and solve problems related to managing large sets of data • Proficiency in Microsoft Office suite and proven experience with systems administration. • Highly developed interpersonal skills, including effective written and verbal communication skills to effectively liaise with stakeholders.
<p>You will improve and promote One Team IPC Health by</p>	<ul style="list-style-type: none"> • Acting with purpose, measuring our results, and celebrating achievements (We make a difference) • Going above and beyond, demonstrating understanding and respect for our communities and each other (We are passionate) • Learning, experimenting and innovating (We are creative)
<p>We will contribute to your success by</p>	<ul style="list-style-type: none"> • Providing opportunities for you to share what is important to you, your wellbeing, and what you need.



	<ul style="list-style-type: none"> • Aligning the contribution you make to IPC Health’s strategy. • Guiding you in what to do, when and how to do it. • Developing your skills with regular feedback and exploring career opportunities. • Ensuring you feel fulfilled at the end of each workday. • Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.
Key Deliverables and Measures	<ul style="list-style-type: none"> • Complete the monthly home care package claim and reconciliation process in an accurate and timely manner. • Manage all data into and out of the Services Australia Aged Care Provider Portal (ACPP) including claims, reconciliation, entries, departures, upgrades, supplements and the return of unspent funds. • Ensure all legislative requirements are applied correctly to the management of all data. • Ensure all client contributions are managed accurately across multiple systems including managing payments and updating rates. • Manage the compliance and administrative components of brokered service providers. • Engage in any system and process changes required due to government reforms/organisational changes. • Ensure data is accurate between numerous systems e.g. CMS and the ACPP • Perform the role within IPC Health’s Policies & Procedures and Aged care Services Program Manual and processes.

Team	<ul style="list-style-type: none"> • Aged Care Services
Reports to	<ul style="list-style-type: none"> • Manager Aged Care Services
Key relationships	<ul style="list-style-type: none"> • Manager Aged Care Service • Team Leader Aged Care Service • Aged Care Team members (case managers, administration staff) • Finance team members • External providers

Our Purpose
<p>Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.</p>

Our Values

We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



We make a difference

We act with purpose, measure our results and celebrate achievements.



We are creative

We learn, experiment and innovate.

