

Realignment Plan

Allied Health Administration Team –
Wollongong

July 2024

1. Reason for the realignment

The Wollongong Hospital Allied Health Administration Team provides administration support across allied health teams, including speech pathology, social work, physiotherapy, occupational therapy, nutrition & dietetics and psychology and comprises:

- 1.0 FTE level 3 Administration Officer
- 1.53 FTE level 2 Administration Officer

Under the current structure, the team report to an Allied Health Unit Head (currently Nutrition & Dietetics), who is allocated on a biennial rotational basis. The current reporting line does not have direct oversight of daily operations and workflow. Additionally, the current grading of the level 3 Administration Officer (as the most senior team member) does not meet the needs of the administration team and service, including a requirement for: teaching & training, delegation & monitoring of work, managing competing priorities, independent problem solving and developing procedures and systems. There is no professional reporting line to provide role specific supervision and support.

Since the level 3 Administration Officer role was established in 2015, a number of workforce issues and challenges have arisen which has highlighted the need for more senior leadership across the Wollongong Hospital Administration team.

Allied Health proposes to:

- abolish an existing unfilled 0.11 FTE part-time Level 2 Administration Officer (AO) and combine it with the existing 1.0 FTE Level 3 Administration Officer to create an Administration Officer Level 5 (Supervisor) with increased responsibilities including: operational management and reporting, teaching & training, delegation & monitoring of work, independent problem solving and developing procedures and systems.
- creation of an operational professional reporting line within the Allied Health Administration team from the AO Level 5 (Supervisor) position to the AO Level 2 positions
- assign a permanent reporting line for the Allied Health Administration team to ensure continuity of governance and improved wellbeing for the team.

2. Benefits or likely impact the realignment will have on services

Creating an appropriately graded senior administration supervisor will guarantee an administration-specific reporting line. This will allow for appropriate support and governance for the Allied Health administration team and in-team resolution of issues arising.

Assigning a permanent reporting line for the Allied Health administration team will ensure continuity of governance and improved wellbeing for the whole team.

This Realignment will enable the Allied Health administration team to provide administration support to allied health teams through a well-supported and effective service with no adverse impacts on front line positions or consumer care.

3. Number of staff Affected

It is proposed that the following position will be re-graded as part of the Realignment:

Current Position	FTE	Current Classification	Proposed Position	Proposed Classification
Administration Officer (110434)	1.0	Admin Level 3	Administration Supervisor	Admin Level 5

It is proposed that the following FTE will be repurposed:

Current position	Current FTE	Classification	Proposed FTE
Administration Officer (110433)	1.53	Level 2	1.42
		Variance	0.11 FTE *

*The 0.11FTE reduction is vacant (with a temporary incumbent) therefore is no impact on permanent staffing levels.

It is proposed that the following positions change reporting lines:

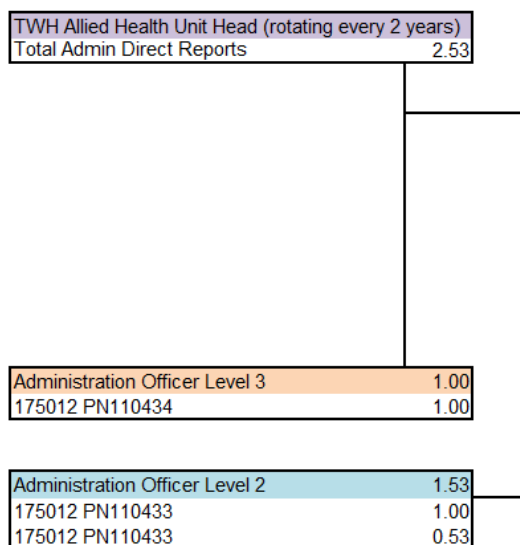
Current position	Classification	Current Manager	Proposed Manager
Administration Officer (110433)	Level 2	Allied Health Unit Heads (biennial rotation)	* Administration Officer Level 5 (Supervisor)
*Administration Supervisor	Level 5	Allied Health Unit Heads (biennial rotation)	Director, Social work

*Proposed newly regraded position

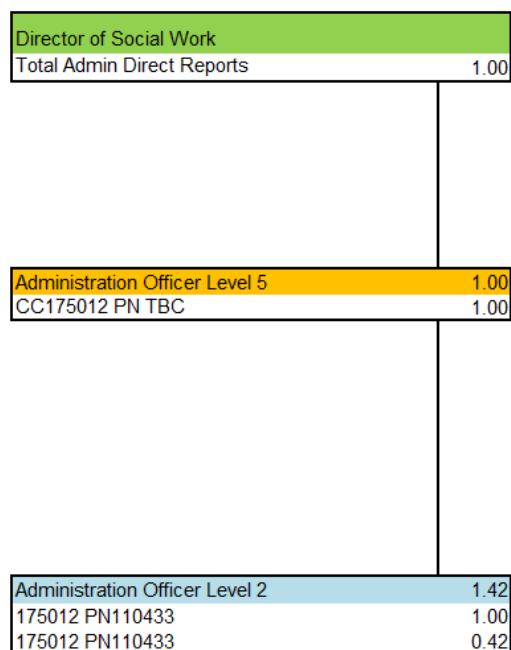
3. Current and proposed organisational charts

TWH ALLIED HEALTH ADMINISTRATION TEAM PROPOSED ORG REDESIGN March 2024

TWH Allied Health Administration Team
Current Organisational Chart



TWH Allied Health Administration Team
Proposed Organisational Chart



4. Timetable for implementation

Action	Date	Who
Affected staff advised of proposed changes	27 Aug 24	Affected staff <Manager>
Realignment plan provided to staff for feedback – via email	27 Aug 24	<Manager>
Consultation commences	27 Aug 24	Manager
HSU Notified	27 Aug 24	Manager
Feedback period closes (two weeks)	10 Sep 24	
Review feedback	11 Sep 24	<Manager> and workforce
Realignment finalised taking account of feedback and communicated to staff	12 Sep 24	<Manager> and staff
HSU Notified	12 Sep 24	Manager
Affected staff managed via the Managing Excess Staff PD	12 Sep 24	<Manager> and workforce
Positional Regrade submitted for grading	13 Sep 24	Manager
Recruitment commences	30 Sep 24	Manager
New structure is operational	Oct 24	

5. Possible effects on EEO groups

- Nil

6. The availability of counselling and vocational assessment services for staff

Support for staff is available via the Workforce Support Team and our Employee Assistance Provider (EAP), Converge International on 1300 687 327.

7. Estimated number of staff likely to be redeployed and the number of voluntary redundancy packages that may be offered

Staff will be supported to be redeployed within the new structure, elsewhere within the District or elsewhere in NSW Health or the NSW public sector as part of the Workforce Mobility Placement Policy. Voluntary redundancies will only be offered where staff are declared excess.