Mr Gerard Hayes
Secretary
Health Services Union
Level 2 109 Pitt Street
SYDNEY NSW 2000
Email: secretary@hsu.asn.au

Attention: Kate Hall - kate.hall@hsu.asn.au

Dear Mr Hayes,

Re: Proposed Changes to the Site Lead and Stream Lead Administration Officers

Further to the recent restructuring of the Clinical Operations at the Sydney Children's Hospitals Network (SCHN), I am writing to advise the proposal to realign some administration officer roles to the new site leadership and maintain appropriate support to stream leads.

To appropriately support the site leadership and Stream Directors, the following changes have been proposed:

• Realignment of the current administrative roles by designating a full-time administration officer for each of the six streams. Incumbents to the stream administration roles will have the opportunity to remain in their roles at the same level, in a similar or the same portfolio within this proposal. A preference position matching process will be undertaken to align incumbents to the most appropriate portfolio.

• Create two new administration roles at Health Manager Level 1 by realigning three vacant positions to support the two site Directors of Clinical Operations. These positions will function as a team leader for site and stream administration officers.

Please find attached a copy of the consultation document which outlines the proposed changes. Staff have been requested to provide feedback by close of business 8 October 2024. If you could provide any feedback regarding the proposed structure by close of business 8 October 2024.

Should you have any questions, please contact Christie Breen, Acting Executive Director of Clinical Operations via email at christie.breen@health.nsw.gov.au or phone on 02 9845 0509.

Yours sincerely,

Joanne Ging
Executive Director Clinical Operations
Date: 23/09/2024

Sydney Children's Hospitals Network facilities are situated on the traditional lands of the Gadigal, Bidjigal, Darug and Cammeraygal Nations.

Page 1