

1. PURPOSE

To engage in consultation associated with a proposed restructure change to the Security Services (The Service), Corporate Services Directorate, Royal North Shore Hospital (RNSH), Northern Sydney Local Health District (NSLHD).

2. BACKGROUND

In January 2022, HealthShare NSW transferred the full functional operational management of the Service to Corporate Services, RNSH, NSLHD, post extensive consultation with staff, Health Services' Union and respective agencies.

The current service comprises of: Security Manager, Health Manager Level 2 (HM2); Security Operations Manager Health Manager Level 1 (HM1); Security Officers and a security customer service officer. The total security team is currently made up of 26.84 FTE.

Since the transfer occurred approximately 15 months ago the District has been able to review the future needs of the service and its requirements on-going.

Specifically, in reviewing the position descriptions for the Security Manager HM2 and Security Operations Manager HM1 it identified a duplication of functionality relating to people management and workforce operations.

Further, it was evident that the remaining tasks undertaken by the Security Operations Manager HM1 were primarily administrative in nature.

3. THE PROPOSED CHANGE

Proposed introduction of Security Manager HM3

To provide a more effective streamlined structure, it is proposed the Security Operations Manager HM 1 position be deleted from the services' structure and the introduction of a newly created Security Manager Health Manager Level 3 (HM 3) permanent full-time (1.0 FTE).

In addition, it is proposed that the new Security Manager HM3 position will focus on strategic initiatives and drive the development of effective response controls and mitigation strategies; improved decision making, accountability and communication within the new structure; build workforce capability; and support the appropriate management of risk where decisions are made close to where the information is held.

Proposed introduction of Administrative Officer Level 3

As noted above the review identified the high level of administrative functions the Operations Security Manager HM1 position was undertaking. A key part of the restructure is to introduce a dedicated Administrative Officer 1.0 FTE position to support the Security Manager and department with administrative tasks. This position forms part of the Patient Services Information Unit staffing establishment.

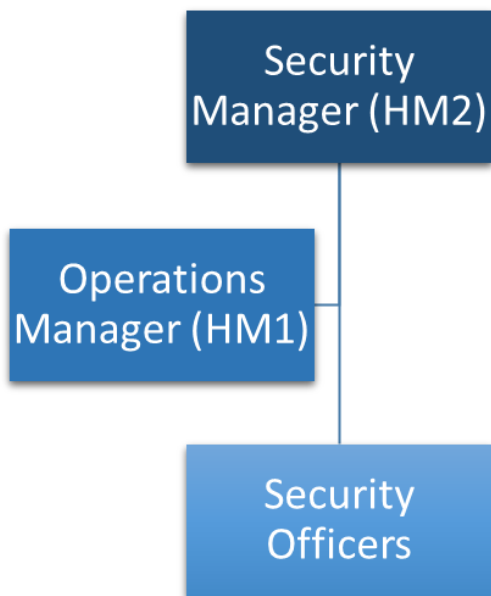
The following table reflects the changes to the structure:

<u>Current</u>		<u>Proposed</u>	
Position	FTE	Position	FTE
Security Manager (HM2)	1.00	Security Manager (HM3)	1.00
Operations Manager (HM1)	1.00		
Security Officers	24.84	Security Officers	24.84
Total Security Team	26.84		25.84

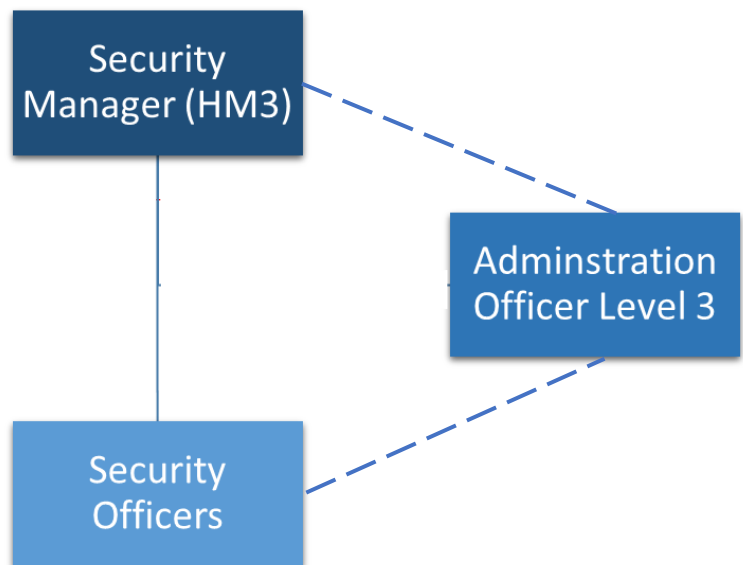
Please find attached the draft position description for Security Manager HM3.

4. CURRENT AND PROPOSED ORGANISATIONAL CHART

I. Current Organisational Chart



II. Proposed Organisational Chart



5. IMPACT ON STAFFING

This proposed change will directly impact the Operations Manager HM1 position with identified staff member to be managed in accordance with the *Managing Excess Staff of the NSW Health Service Policy Directive (PD2012_021)*.

As the Security Manager HM2 position is vacant, there is no impact on any employee.

It is imperative to note that there is no changes to the Security Officers duties and there is no change in FTE of Security Officers with the proposed change.

6. CONSULTATION PLAN – ENGAGING AND SUPPORTING STAFF

The consultation process will include:

- On 12 April 2023, the Director Corporate Services to hold a staff consultation meeting to detail the reasons and explain the proposed structure.
- Provide Security Services staff with the consultation document, proposed change and invite feedback.
- Meet with individual employee affected by the change structure prior to whole of staff consultation meeting.
- Inform the Health Service Union (HSU) via letter of the proposed changes invite feedback.
- Ongoing assistance where required throughout the consultation period for staff from the Director Corporate Services and Human Resource services.
- Employee Assistance Program (EAP) including free and confidential, counselling is available to all staff.

7. PROVIDING FEEDBACK

Stakeholders are invited to provide feedback in the proposed restructure to Mr Darren Husdell, Senior HR Business Partner, by email to Darren.Husdell@health.nsw.gov.au by close of business 27 April 2023.

8. IMPLEMENTATION OF THE PROPOSED STRUCTURE

The consultation period will conclude 27 April 2023.

Subject to any comments and feedback received, it is anticipated the newly created position of Security Manager HM 3 will be externally advertised in accordance with the *Recruitment and Selection of Staff to the NSW Health Service Policy Directive (PD2017_040)*, post the conclusion of the consultation period.