

23/08/2023

Dear Zelda/Health Services Union

**RE: CHANGE OF ROLE FROM ADMINISTRATION TO ALLIED HEALTH ASSISTANT FOR BLOOMFIELD MHDA
PRINGLE BUILDING.**

I am writing in regards to the recently vacated role of Administration officer level 2A.

This role is currently held by an incumbent who is a permanent Administration Officer that is currently in the process of being moved to sit within the Occupational Therapy cost centre of Bloomfield MHDA. This incumbents position has been responsible for providing administration support to the downstairs Pringle building which is the office for the Allied Health teams located within Bloomfield MHDA.

The incumbent's duties in this role have included managing the stationary/printing, monitoring duress alarms, completing monthly hazard reports and other general administration tasks associated with the workings of the downstairs Pringle building. Whilst this role is greatly appreciated, the duties being purely administration in nature do not currently warrant a permanent full time position.

In early 2023 the current incumbent took an extended period of leave (LSL & S/L) from the 20th of February until the 6th of August. Recruitment to backfill this vacancy was attempted multiple times with no success. The incumbent returned on the 6th of August and has since been approved for long service leave until June 2024 at which time she will be resigning. She has confirmed this in writing & will be separated in due course (resignation letter attached).

We are requesting your consideration to change this Administration role from an Administration Officer level 2A to an Allied Health Assistant role. This would allow the employee in this position to not only provide administration assistance to the Pringle Building & staff as done currently, but also have scope to provide clinical assistance as and when required to the Allied Health teams. We believe this would be a greater use of this roles time and position funding and feel confident that we will be successful in recruiting to this vacancy. As unlike the Administration role we rarely have challenges in recruiting to our Allied Health Assistant vacancies within the Health Service.

I thank you for your time and consideration for this change in role,

Kind regards,

Jenna West

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