



Health
Sydney
Local Health District

Mr Gerard Hayes
Secretary Health Services Union NSW / ACT / QLD
Locked Bag 3
AUSTRALIA SQUARE NSW 1215

Via email: secretary@hsu.asn.au

Dear Mr Hayes

Re: Proposed grading classification of Outpatient Administrative Service Department Positions, Ambulatory Care Business Unit (ACBU) at Concord Repatriation General Hospital (CRGH).

I write to advise of proposed changes to the Outpatient Administrative Service workforce at CRGH.

These changes are following a review of the Outpatient Administrative Service, Department Secretary Administrative Officer positions, ACBU, CRGH, substantively graded as Administrative Officer Level 4 (AO4) which identified opportunities to support efficiencies and enhance the day-to-day operations and accountability within this service.

While there is a defined hierarchical structure in the ACBU portfolio, improvements have been identified in the delineation of the abovementioned Department Secretary roles, and the existing Outpatient Administrative Stream Supervisors, Administrative Officer Level 6 (AO6), where overlap exists between the positions in terms of responsibilities and accountabilities which primarily fall under the Stream Supervisor roles.

In considering the existing roles and responsibilities of Department Secretary (AO4) roles including business processes, it was identified that conversion of five of these roles (4 currently permanently vacant) to be new support roles for the Stream Supervisors (AO6), would address inconsistencies in the hierarchical structure and operational requirements within ACBU. These roles will be known as Office Administration and Quality Co-ordinator positions and will remain AO4 in classification.

Additionally, it was identified a number of Department Secretary AO4 roles undertook the same duties and responsibilities as Administrative Officer Level 3 (AO3) roles including general secretarial and reception duties, billing and typing. Subsequently, updated position descriptions have been developed, reflecting the changes to the current Secretary Administrative Officer positions and proposed grading of these roles to Outpatient Services Administration Officers, AO3.

The Outpatient Administrative Service CRGH currently has a staffing establishment of 14.5 FTE, consisting of existing Department Secretary Administrative AO4 roles (5.8 FTE currently permanently vacant).

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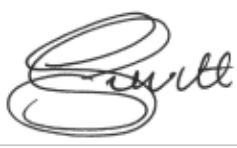
It is proposed to convert five existing AO4 Department Secretary positions to be titled Office Administration and Quality Co-ordinators at AO4 classification.

It is further proposed to regrade the remaining AO4 Department Secretary positions to Outpatient Services Administrative Officer AO3 positions. The permanent staff (8.7 FTE) currently occupying these AO4 positions affected by the grading changes will be grandfathered with the view that when these incumbents vacate these positions they will be advertised at AO3 classification. There is no loss to staff numbers as part of the abovementioned proposed changes.

I have attached current and proposed Position Descriptions for your information. I would appreciate any comments the HSU NSW may have within two (2) weeks of the date of this letter.

Should you require any further information, please do not hesitate CRGH Workforce Manager, Shirley Chea at Shirley.Chea@health.nsw.gov.au or on (02) 9767 5849.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jewitt', enclosed in a thin black rectangular border.

Joseph Jewitt
Acting General Manager

Date: 8/12/22