

# NSLHD Management Review FAQs

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## Where can I go for support?

Your line manager is here to support you during this time. Additionally, you can speak to your local Human Resources Business Partner Team for assistance.

NSLHD also provides a confidential and independent Employee Assistance Program (EAP), provided through PeopleSense, to help you navigate any challenges in both your work and personal life. To make an appointment or speak with a consultant, please call the customer service team on 1300 307 912, or book online at [www.peoplesense.au/YKZ-DU9](http://www.peoplesense.au/YKZ-DU9).

*Note: To book online you will first spend about two minutes setting up a client profile. This streamlines future bookings and allows you to access the live appointments calendar. **At any point during the online booking process, you have the option of calling the customer service number for booking assistance.***

You are also welcome to seek support from your local manager, your local HR Business Partner, or your union representative.

## Why is my position included?

If your position is affected by a proposed restructure or change in staffing levels, please understand that this is a result of an organisational and service review.

We know this can be unsettling, and we want to assure you that it is not a reflection of your contributions to NSLHD or your personal performance in your current role.

Occasionally, NSLHD may introduce workplace changes, such as organisational realignments or restructuring within work units.

While these changes can impact certain positions, they are always made with the aim of improving our services and are never a reflection on the dedication or effort of individual team members.

## Why is this review mostly impacting health manager, support and administrative positions?

This review has been carefully planned to minimise any impact to frontline clinical service delivery and instead focuses on management, support and administrative service roles where savings and efficiencies can be gained by reducing our staffing levels.

This review is just one part of a broader set of initiatives currently underway to secure a financially sustainable future for NSLHD.

For more information

Email: [NSLHD-ManagementReview2024@health.nsw.gov.au](mailto:NSLHD-ManagementReview2024@health.nsw.gov.au)

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## I am an impacted staff member, so what happens next?

You should continue working in your current role as usual.

At this consultation stage, the changes are only proposals, and we encourage you to share any feedback or concerns you may have regarding the proposed changes. All feedback will be thoughtfully reviewed and considered in the decision-making process, helping to determine the final outcome.

## What is the timeframe for the management review and what are the steps?

1. There will be a two-week employee and union consultation period where all employees are invited and encouraged to provide feedback on the staffing reductions that have been presented. When all the feedback has been considered there may be some adjustment to the proposed reductions and a final proposal will be presented to the Chief Executive for consideration.
2. Following the final approval by the Chief Executive, any permanent employee included in the proposed change to staffing levels will be declared 'affected' and be provided a letter. They will have a meeting with their manager and HR to discuss next steps.
3. The 'affected' employee will be supported under a redeployment process, which will occur over eight weeks, with the aim to secure the employee an ongoing permanent position at the same level.
4. Any employee for whom we are unable to find a suitable permanent position after eight weeks, will then be declared 'excess'.
5. The 'excess' employee will be provided further options including a retention period of three months to further pursue redeployment with career transition assistance or offered a voluntary redundancy.
6. Any temporary employee included in the proposed change to staffing levels will meet with their line manager to discuss their contract period and a revised notice of contract completion will be issued where necessary.

## What does 'impacted staff' mean?

'Impacted staff' are employees who are in positions that are proposed to be deleted as an outcome of this Management Review. They may be permanent or temporary position holders and until the consultation period is concluded, and a final plan approved by the Chief Executive, they are not deemed affected.

For more information

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## What does 'affected staff' mean?

'Affected staff' are permanent employees whose are advised in writing that their positions have been deleted, altered or relocated as a result of organisational change and who will become excess if they are not placed in a position within NSLHD or the wider public sector.

This is a term used within the NSW Health Policy Directive

[Managing Excess Staff of the NSW Health Service \(PD2021\\_021\)](#).

## What does 'excess staff' mean?

'Excess staff' means permanent employees who are advised in writing that they no longer have a substantive position in the NSW Health Service in which they are employed, and where no suitable vacant permanent or temporary positions are available.

Once an excess staff member is appointed to a permanent position, that staff member is no longer considered excess. This is a term used in the NSW Health Policy Directive Managing Excess Staff of the NSW Health Service (PD2021\_021).

## What is meant by finding me a 'suitable position'?

A 'suitable position' is a position where the affected staff member can meet the selection criteria for the position, or is likely to perform adequately in the position in a reasonable period of time, given access to appropriate training and support.

The position is also of equivalent salary to the affected staff member's substantive position (or lower, if the staff member consents); and the position is located within reasonable commuting distance, or at any other location agreed to by the excess staff member.

## Who is going to do my work? What about patient safety and care?

At this stage the Management Reviews is a proposal, and you should continue to work in your current role as usual.

You are encouraged to provide your feedback on the proposal. You should highlight your concerns about the work, duties or tasks; the services and/or patient safety and care and any feedback you think is important. Your feedback is encouraged and will be reviewed and will assist in the final decision.

## Who else is impacted?

The Management Review Consultation Pack includes organisational charts and tables which lists all the positions impacted by the proposed staffing reduction.

For more information

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## When does this new structure come into effect?

Once the consultation period has ended, all feedback will be reviewed and considered before a decision is made about the final level of staffing reduction.

Staff and unions will be advised about the effective date of the new structure.

You can refer to the Management Review Consultation Pack and the section titled 'Restructure Timetable' for more information.

## What help will you give me to find a new job?

Our aim is to permanently transfer affected staff into suitable vacant positions within NSLHD.

Affected employees will be allocated a case manager, this is normally an officer from your local HR Business Partner team.

We will also engage the services of the NSW Department of Premier and Cabinet (DPC) Workforce Mobility Program (WMP) who will look for an alternative suitable position for you, across the whole of the NSW government sector.

The overall aim is to keep affected skilled employees in the NSW Public Sector and make finding a new position as straight forward as possible.

The Workforce Mobility Program would assess your suitability for vacant roles across the NSW Public Sector, before they are advertised.

This process will run for eight weeks unless a suitable position is found sooner.

## What is the Workforce Mobility Program?

The Workforce Mobility Program connects staff in ongoing roles with at the same level with job opportunities right across NSW Public Service, before they are advertised elsewhere.

The Workplace Mobility Program simplifies the movement of employees across the sector, making mobility easier to manage for both employees and government sector agencies.

The NSW Government is committed to retaining ongoing talent and has a dedicated team to connect staff with suitable opportunities in other government agencies.

For more information about the WMP go to <https://www.nsw.gov.au/departments-and-agencies/premiers-department/workforce-mobility-placement-program>.

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## Are voluntary redundancies going to be offered?

If the proposed changes are implemented, NSLHD and NSW Department of Premier and Cabinet (DPC) will endeavour over eight weeks to find suitable permanent positions for employees whose positions have been deleted as a result of the staffing reduction.

At the end of this process any remaining employee who is unplaced in a suitable permanent position will be declared excess and will be offered further options including voluntary redundancy.

There will not be an Expression of Interest process for a voluntary redundancy.

## Will there be direct appointments to any roles?

The redeployment process facilitates what is known as a priority assessment for relevant vacant positions, ahead of any competitive process.

This requires the employee to submit information to their case manager, who will liaise with the Workplace Mobility Program team and internal NSLHD hiring managers.

This may not require the employee to submit a full application or undertake a traditional interview, however in most cases a meeting with the hiring manager will be required.

The objective as determined by NSLHD and the DPC Workplace Mobility Program team will be to place as many affected employees as possible.

## Which roles you will be able to be assessed for at different stages of the process?

An affected employee will be able to be priority assessed for positions at NSLHD deemed suitable that is at same level (or below with consent), and where skills and experience match or could be developed over a reasonable period of time.

For the Workplace Mobility Program the DPC team will identify vacant positions prior to advertising and commence a matching process of affected employees across the NSW Public Sector.

This will be available for eight weeks during the redeployment stage of the process and could generate a range of roles for which the affected employee could be assessed for.

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## What other impacts do I need to be aware of?

If you are currently utilising the following:

- salary sacrificing
- leasing a vehicle
- have childcare arrangements at Royal North Shore Campus
- Fitness Passport
- Workplace Giving

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