



ACT
Government

**Canberra Health
Services**

C/O Health Services Union State Office
Level 2
109 Pitt Street
Sydney NSW 2000
By email: memberservices@hsu.asn.au

Dear Secretary

Consultation: Review of Division of Surgery Administrative Services Officer Level 3 Duty Statements

I am writing to consult with the HSU about a proposed update to the duty statements of four of the Administrative Services Officer Level 3 (ASO3) positions in the Division of Surgery (DoS) at Canberra Health Services.

The position numbers and titles in scope for this proposal are as follows:

PN	Title
22149 29730	Surgical Bookings Receptionist
24245	Anaesthetics PA/Admin Assistant
14510	ICU Admin Assistant

What is the proposed change?

The DoS administrative structure has changed in the last six months, with the establishment of the Director of Operations and three Operations Manager roles. This was done to enhance support to our clinical leadership and to the front line operational and support staff.

In keeping with that aim, we have reviewed the duty statements for the positions noted above to ensure that the duties remain current and that the expectations of staff in these positions align with our aim of providing enhanced administrative support. Having considered the similarities in the duties of these positions it is proposed that these four positions be covered by the one standard duty statement.

A copy of the proposed new duty statement, to apply to the above positions, is provided at [Attachment A](#), noting that the position number (P23712) referenced relates to a currently vacant position in the perioperative unit. The existing duty statements for the other positions are provided at [Attachments B - D](#).

The changes to the existing duty statements are minimal and should not result in any changes to the daily activities and responsibilities of staff in these roles or to their current reporting line.

Discussions have commenced with the affected staff around the proposed amendment to their duty statements as part of routine annual performance development discussions. Each affected employee will also receive a formal invitation to consult on the changes, including two staff currently on long term leave.

What are the benefits?

The proposed change is intended to support better career development, succession planning and future workforce planning for frontline administrative staff in DoS.

It is hoped that into the future, consistency in the duty statements for administrative positions in DoS can be achieved to provide enhanced development opportunities for staff in these roles and to ensure that workloads and responsibilities remain fair and equitable and consistent with work level standards.

Any changes to the expectations in the way in which the administrative staff carry out their duties would be subject to a full consultation process enabling staff, including affected clinical staff, and the CPSU the opportunity to contribute to the plans before any changes are implemented.

Next steps?

To allow staff and unions an opportunity to contribute to and influence the decision-making process prior to any changes being formalised, the consultation period for the proposed duty statement update will be two weeks, closing on 30 March 2022.

Comments on the proposal can be submitted to Tonia.Sydney@act.gov.au with the words 'Division of Surgery ASO3 Duty Statement' in the subject line.

If you have any questions regarding the proposed restructure or the consultation process, please contact Tonia Sydney, Operations Manager, Division of Surgery by telephone 0468 663 425 or by email Tonia.Sydney@act.gov.au.

Yours sincerely



Lisa Gilmore
Executive Director
Division of Surgery
Canberra Health Services

15 March 2022

Attachments:

- A. Division of Surgery ASO3 Admin Support Officer Duty Statement (P23712 and Proposed for P22149, P29730, P24245 and P14510)
- B. Surgical Bookings Receptionist ASO3 (P22149, P29730 Current)
- C. Anaesthetics Personal/Admin Assistant ASO3 (P24245 Current)
- D. ICU Admin Assistant ASO3 (P14510 Current)