

9 May 2023

Mr Gerard Hayes  
Secretary  
Health Services Union

By email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes

I am writing to advise you of a proposal to regrade an Administrative Officer position at the Drug Toxicology Unit within the Forensic & Analytical Science Service.

Since the introduction of revised processes in the Unit last year, the scope for further efficiencies has been identified in respect of the sample receipt and data entry workflow. To reduce backlogs in the sample receipt area a temporary Technical Assistant position was created last November as a trial.

This additional position has improved the efficiency of the sample receipt workflow, resulting in a significantly improved average sample turn-around time from seven to four working days. Noting that an Administrative Officer position in the Unit has recently become vacant, it is proposed to re-establish that position as a Technical Assistant position.

If you have any questions, please contact Mr Jack Gautray, Associate Director, Industrial Relations, on [Jack.Gautray@health.nsw.gov.au](mailto:Jack.Gautray@health.nsw.gov.au) or 0436 627 992.

Yours sincerely



Michael Symonds  
Director  
Forensic & Analytical Science Service  
NSW Health Pathology

cc: Jack Gautray, Associate Director Industrial Relations