



Mr Gerard Hayes  
Secretary  
Health Services Union  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000  
[secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes

I am writing to advise you of proposed changes to the Administration Officers for the Mental Health Inpatients Units at Campbelltown Hospital within South Western Sydney Local Health District (SWSLHD) which has the potential to directly affect your members.

The Administration Officers Level 2 (AO2s) based at the Mental Health Inpatient Units at Campbelltown Hospital currently report to the Community Mental Health Administration Manager, Health Manager Level 1.

As part of the Campbelltown Hospital Redevelopment, a new Administration Manager, Administration Officer Level 5 (AO5) in the Mental Health Inpatient Units at Campbelltown Hospital will be established.

The proposed changes include the transfer of management and operational responsibility of the Administration Officers Level 2 to the Administration Manager (AO5).

The proposed changes also includes:

- Change of the reporting line for the current Clinical Support Officer, Administration Officer Level 3 (AO3) from the NUM3 of the Waratah Adult Mental Health Unit to the new established NUM2 of Adult Acute Unit.
- Change of the position description for the AO3 in the Adolescent Mental Health Unit - Gna Ka Lun, to a Clinical Support Officer, AO3 and also a change of reporting line from the Community Mental Health Administration Manager, Health Manager Level 1 to the NUM2 of the Adolescent Mental Health Unit – Gna Ka Lun.
- Change of reporting line of the Administration Officer Level 4 (AO4) from the Community Mental Health Administration Manager, Health Manager Level 1 to the Clinical Director, Macarthur Wingecarribee Mental Health Service.

The realignment of the reporting lines and the change to the AO3 position will ensure professional and proactive delivery of administration functions and services. In addition, the changes will ensure consistent administration service provision for Campbelltown Mental Health.

To ensure the proposed changes have the input of employees, consultation with affected employees is planned prior to final approval being sought.

In line with the consultative provisions of the Health Employees Conditions of Employment (State) Award, I am writing to invite you to attend two separate meetings to discuss the proposed changes on 8 July 2022. The details of the meetings are as follows:

**South Western Sydney Local Health District acknowledges the traditional owners of the land.**

**Mental Health Service**

Mental Health Centre, Level L1, Liverpool Hospital  
Tel 612 9616 4285 Fax 612 9602 4156

**Correspondence**

Email: [SWSLHD-MentalHealthGeneralManagersUnit@health.nsw.gov.au](mailto:SWSLHD-MentalHealthGeneralManagersUnit@health.nsw.gov.au)  
Locked Bag 7103 Liverpool BC NSW 1871

**South Western Sydney Local Health District**  
ABN 46 738 965 845

Liverpool Hospital Eastern Campus  
Locked Bag 7279 Liverpool BC 1871  
Tel 612 8738 6000 Fax 612 8738 6001

- First Meeting at 12 pm with the managers
- Second Meeting at 1:00 pm with employees.

The meetings will be held in the meeting room in the Waratah Mental Health Unit at Campbelltown Hospital. 'Teams' invitations will also be sent to enable remote participation.

Comments regarding the proposed changes are requested within two weeks of the date of this meeting.

Alternatively, we can meet to discuss this matter further with your representatives prior to this meeting.

If you would like to discuss the proposed changes further please do not hesitate to contact Jenny Glass, Director Operations, Mental Health Service, by email at [Jennifer.Glass@health.nsw.gov.au](mailto:Jennifer.Glass@health.nsw.gov.au) or by phone on 9616 4281.

Yours sincerely

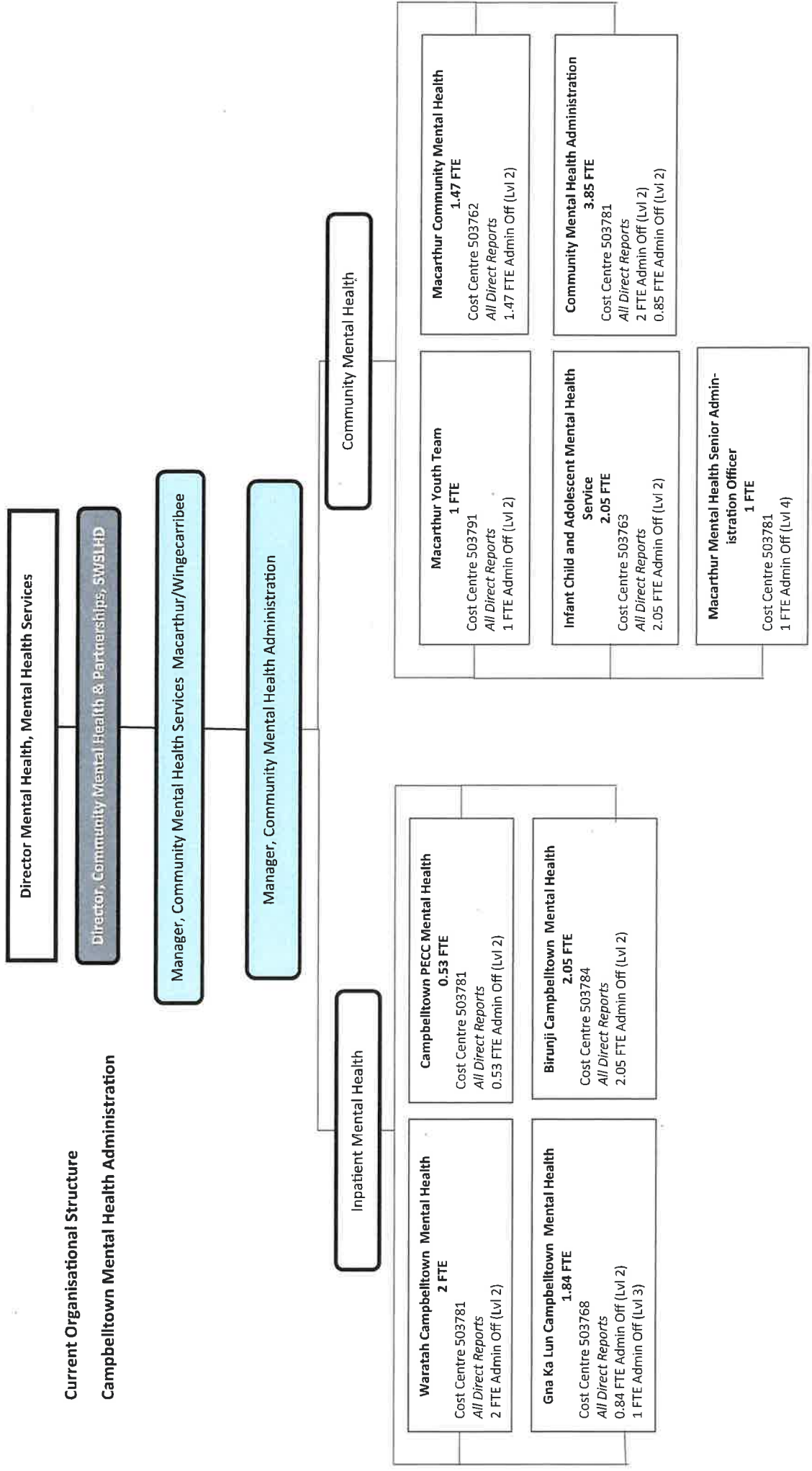


**Dr Claire Jones**  
**Director**  
**Mental Health Services**  
**SWSLHD**

Date: 30/06/2022

Encl    Current and Proposed Organisational Charts  
          FAQ for Administration Officer Level 2  
          Position Description for Administration Manager (AO5)

**Current Organisational Structure  
Campbelltown Mental Health Administration**



Director Mental Health, Mental Health Services

Director, Community Mental Health & Partnerships, SWSLHD

Manager, Community Mental Health Services Macarthur/Wingecarribee

Manager, Community Mental Health Administration

Inpatient Mental Health

Community Mental Health

**Waratah Campbelltown Mental Health**  
2 FTE  
Cost Centre 503781  
All Direct Reports  
2 FTE Admin Off (Lvl 2)

**Gna Ka Lun Campbelltown Mental Health**  
1.84 FTE  
Cost Centre 503768  
All Direct Reports  
0.84 FTE Admin Off (Lvl 2)  
1 FTE Admin Off (Lvl 3)

**Campbelltown PECC Mental Health**  
0.53 FTE  
Cost Centre 503781  
All Direct Reports  
0.53 FTE Admin Off (Lvl 2)

**Birunji Campbelltown Mental Health**  
2.05 FTE  
Cost Centre 503784  
All Direct Reports  
2.05 FTE Admin Off (Lvl 2)

**Macarthur Youth Team**  
1 FTE  
Cost Centre 503791  
All Direct Reports  
1 FTE Admin Off (Lvl 2)

**Infant Child and Adolescent Mental Health Service**  
2.05 FTE  
Cost Centre 503763  
All Direct Reports  
2.05 FTE Admin Off (Lvl 2)

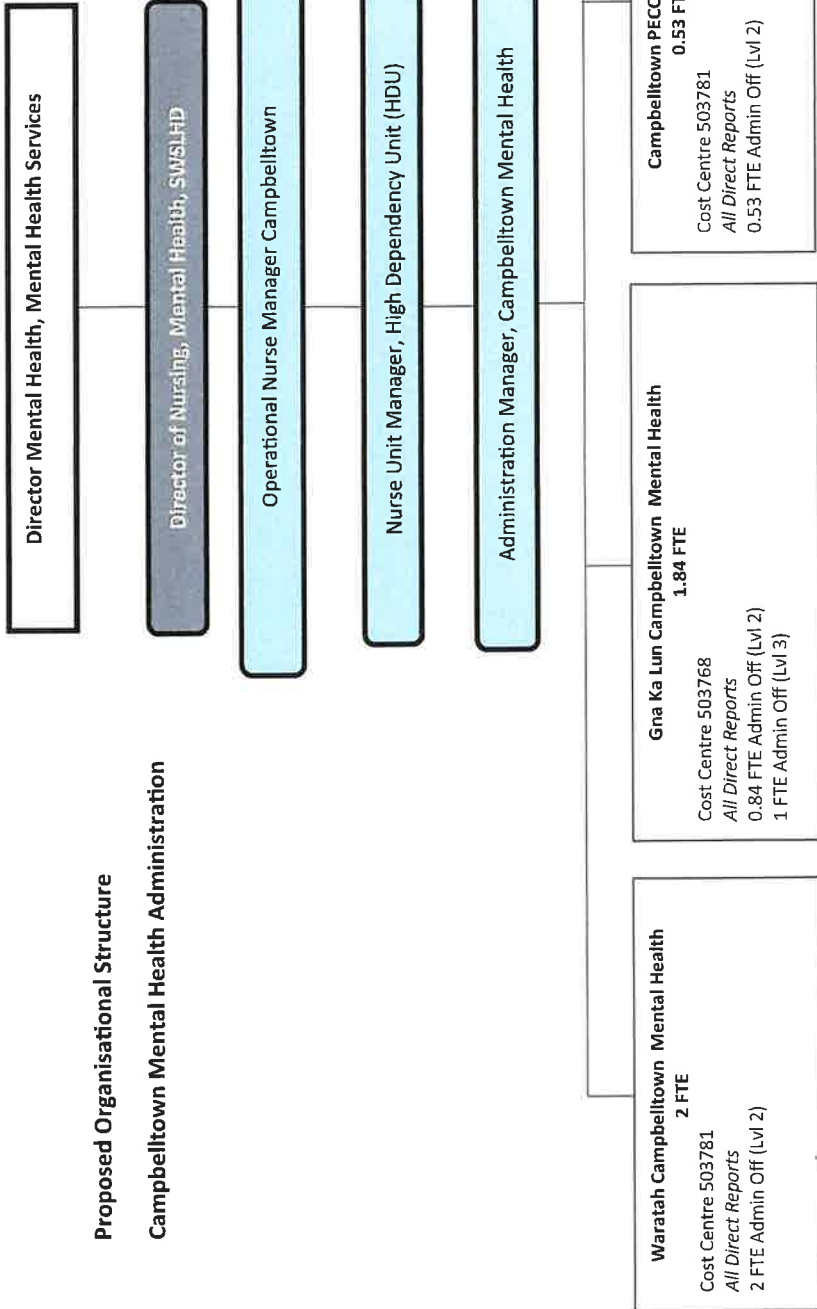
**Macarthur Community Mental Health**  
1.47 FTE  
Cost Centre 503762  
All Direct Reports  
1.47 FTE Admin Off (Lvl 2)

**Community Mental Health Administration**  
3.85 FTE  
Cost Centre 503781  
All Direct Reports  
2 FTE Admin Off (Lvl 2)  
0.85 FTE Admin Off (Lvl 2)

**Macarthur Mental Health Senior Administration Officer**  
1 FTE  
Cost Centre 503781  
1 FTE Admin Off (Lvl 4)

**Proposed Organisational Structure**

**Campbelltown Mental Health Administration**





## Proposed Changes for the Administration Officers (AO2) Campbelltown Mental Health Units

- 1. Will my reporting line change?**  
Yes, you will report to the Administration Manager, Campbelltown Hospital Mental Health Service. This new position will be responsible for the Administration Officer Level 2 (AO2) positions working in the Campbelltown Mental Health inpatient units.
- 2. Who will supervise my work on a day to day basis?**  
The Nurse Unit Managers (NUMs) in each unit will continue to supervise and allocate tasks on a day to day basis.
- 3. How will the Administration Manager manage and support my role?**  
The Administration Manager will provide direct line management of the AO2s. The Administration Manager will be responsible for AO2 recruitment, on boarding, rostering, approving leave requests, managing sick leave, completion of PDRs and professional development.
- 4. Will my work location change?**  
You will move into the new Campbelltown Mental Health units following completion of the Campbelltown Hospital Redevelopment.
- 5. Will the hours be the same?**  
No changes to work hours will occur.
- 6. Will my position description change?**  
Yes, any change to reporting lines will require a change in the position description. Standardisation of position descriptions may occur to align with the proposed changes.
- 7. Will the change affect my annual leave that I have booked?**  
No, the change will not affect your booked annual leave.
- 8. Will I have to pack up my belongings?**  
You will be responsible for packing up any of your personal belongings as the unit moves into the new Campbelltown Mental Health units following completion of the Campbelltown Hospital Redevelopment.
- 9. Do the relevant unions know this is happening?**  
Yes, notification to the relevant unions has occurred, unions have been invited to attend a meeting to discuss the proposed changes.
- 10. What are the next steps?**  
The next steps include participating in an initial consultation meeting to discuss the proposed changes and provide you with an opportunity to provide feedback and any suggestions for consideration.
- 11. Who can I talk to if am concerned about the changes to reporting lines?**  
Barry Kinnaird, Manager Corporate Manager, Mental Health service by phone on 0417 480 701 or email [Barry.Kinnaird@health.nsw.gov.au](mailto:Barry.Kinnaird@health.nsw.gov.au)  
For HR related questions contact Sevgi Girgin, Manager, District Workforce Support Unit by phone on 8738 5775 or email [Sevgi.Girgin@health.nsw.gov.au](mailto:Sevgi.Girgin@health.nsw.gov.au)  
For questions related to Campbelltown Redevelopment contact Pauline Sabellano, Mental Health Change Manager, by phone on 0460 002 767 or via email [Pauline.Sabellano@health.nsw.gov.au](mailto:Pauline.Sabellano@health.nsw.gov.au)



# Position Description



**Health**

South Western Sydney  
Local Health District

## OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your  
experience*

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

### Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	Admin Off Lvl 5
State Award	Health Employees Administrative Staff (State) Award
Category	Administration & Health Records
Role Title	Administration Manager – Campbelltown Mental Health Service
Is this a Multi-Disciplinary Role?	No

Stafflink Position Number (Please ensure that the Position Number is Active)	750974
Cost Centre Number	503795
Does this role manage or supervise others?	Yes

### Primary Purpose of Role (\*\*Maximum Character Limit 3400 including spaces\*\*)

The purpose of this position is to provide direct line management of administration officers at Campbelltown Mental Health inpatient services to ensure effective delivery of administrative functions and a high standard of customer service to consumers, staff and visitors. Provide advanced administrative and clinical support services to achieve objectives in a timely, reliable, consumer focused and effective manner.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is always safe, high quality and personalised and all our staff are supported and empowered to achieve their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

## Essential Requirements (\*\*information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc\*\* \*\*Maximum 3800 characters including spaces\*\*)

### WHS Responsibilities: (For managerial positions ONLY)

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

### WWCC:

Current Working with Children Check Clearance (where applicable).

### NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

### Staff Health:

Compliance with the SWSLHD and NSW Health, Staff Immunisation Policy (Only for Category A Positions).

### Driver's Licence:

Current unrestricted Australian drivers licence (P2 Licence Acceptable) subject to obtaining NSW drivers licence within 3 months of appointment.

## Key Accountabilities (\*\*Maximum of 12 Accountabilities\*\*Maximum 3800 characters including spaces\*\*)

1. Provide professional leadership and direct line management to administrative staff across Campbelltown inpatient Mental Health Services including recruitment, rostering, training and performance development.
2. Provide high level administrative support including drafting correspondence, letters, and reports, record and distribute agendas, minutes and meeting papers.
3. Responsible for the rostering and payroll of staff, as well as managing annual leave and other leave entitlements.
4. Liaise with the employment hub to recruit any new administration staff and be responsible for the on-boarding and training of staff within Campbelltown inpatient Mental Health.
5. Develop, implement and continually review clerical and administrative workflows, procedures and applicable projects ensuring effective process and system design.
6. Support the High Dependency Nurse Unit Manager to achieve people management responsibilities including rostering, recruitment, leave and payroll.
7. Maintain diary of the High Dependency Nurse Unit Manager and provide secretarial support for high level meetings as requested.
8. Communicate and liaise with nursing management and other members of the health team to ensure the provision of quality support services.

# Position Description



Health

South Western Sydney  
Local Health District

9. Prioritise tasks and manage workload to ensure the prompt and efficient completion of work. Escalate issues to senior management to ensure service delivery is maintained.
10. Maintain confidentiality and privacy pertaining to all matters related to the work and business of Mental Health Service.
11. Act in accordance with the SWSLHD CORE Values and NSW Health Code of Conduct, model behaviour that reflects the SWSLHD Transforming Your Experience Strategy.



# Position Description



Key Challenges <small>(**Minimum of 1 maximum of 3** Maximum 1000 characters per challenge)</small>
1. Manage organisational change and provide leadership to the administration team, ensuring effective and efficient administration services are provided.
2. Liaise with manager to problem solve issues that arise on a daily basis and maintain effective working relationships with staff at all levels.
3. Working in a demanding, busy environment where there are competing demands and tight deadlines.

Key Relationships <small>(**Who-Max 200 characters Why-Max 500 Characters**)</small>		
	<i>Who</i>	<i>Why?</i>
<b>Internal Relationships</b> <small>(**Minimum of 1 maximum of 3**)</small>		
1	High Dependency Nurse Unit Manager	Direct Line Manager. Receive direction, allocation of tasks and escalate issues.
2	Administration Team	Provide direction, management and support.
3	Staff, Managers and Team Leaders	Maintain effective working relationships.
<b>Does this role routinely interact with external Stakeholders? Yes / No</b> <small>(**Minimum of 1 maximum of 2**)</small>		
1	Visitors	Provide assistance, respond to queries, escalate or resolve issues.
2	Contractors/Vendors	For the provision of effective service delivery.

## Selection Criteria

**\*\*Maximum of 8 Selection Criteria\*\* \*\*Maximum of 3800 characters including spaces for all criteria\*\***

1. Demonstrate the ability to provide leadership and direction to others to achieve organisational outcomes.
2. Highly developed written and verbal communication/interpersonal skills.
3. Highly developed organisational and time management skills with the ability to work under pressure to meet tight timeframes and manage competing demands.
4. Proven advanced proficiency in using PC based software including Microsoft office suite (word processing, diary and meeting management, spreadsheets), network based applications and HPE Records Management System.
5. Demonstrated capacity to administer financial, human resources, rostering and payroll systems.
6. Proven ability to problem solve, negotiate and use discretion in a multidisciplinary work environment.
7. Demonstrated capacity to work independently and exercise initiative and ability to work within a team environment.
8. Experience in the provision of secretariat support to meetings including preparation of agenda, meeting papers, minute taking and coordination of events.