

Mark Jay
Deputy Divisional Secretary, Public Health - Regional
Health Services Union NSW/ACT/QLD

Email : mark.jay@hsu.asn.au

Proposed change to organisational structure of the Medical Workforce Unit

Dear Mark,

I am writing to you regarding a proposal to change the organisational structure of the Medical Workforce Unit.

This is a proposal. No decision has been made. I am advising staff of the proposal and inviting feedback. All feedback will be considered before a decision is made. Once a decision is made further communication will occur.

The intention of this proposal is to:

Ensure the District has a contemporary, fit-for-purpose structure that meets the needs of the District, is aligned with operational requirements and attracts the required skill, capability and experience to our Medical Workforce roles. The proposed changes are informed by consultation at all levels including medical staff, administrative staff, executive and peer organisations with similar structures.

The benefits of this proposal include:-

- Alignment of structure to Network and District operational structures, to provide required support to the service delivery needs through the creation of two operational medical administration teams working with the Network General Manager and Director of Medical Services, with a centralised District team to provide governance, advice, district support and liaison with other services and corporate support functions.
- Clarification of relationships at Executive, Network and other Directorate level with clear roles and responsibilities.
- Responsibility for all medical administration functions including Medical Workforce Unit to sit within the Executive Director of Medical Services portfolio.
- Confirmation of permanent roles at appropriate grades to reduce reliance on temporary and casual roles to support key functions.
- Proposed new position descriptions with associated responsibilities to better align with required functions, create equity with similar roles internally and externally, and address recruitment and retention challenges, ensuring appropriate remuneration for role complexity.
- Opportunity for entry level and career progression through the structure in line with professionalising and valuing the administration workforce.

A summary of the impact of this proposal includes:

- Changes to positions:

- Establish 16 positions; as outlined in the attached spreadsheet summary of proposed changes (subject to grading).
- Establish Manager Locum Workforce/Deputy Manager Medical Workforce Unit role (proposed HSM2 subject to grading) from 1 July 2024. This position will replace the temporary MoH Funded Medical Locum Co-ordinator that ceases on 30 Jun 2024.
- Establish Medical Administration Team Leader role (proposed HSM1 subject to grading).
- Remove medical administration positions within the Medical Workforce Unit, as outlined in the attached spreadsheet summary of proposed changes
- Changes to reporting lines:
 - Medical Workforce Unit Manager reporting line change to Executive Director of Medical Services
 - Network medical admin positions reporting line change to Network Medical Admin team Leader
 - JMO Co-ordinators reporting line change to Manager Medical Workforce Unit

I have enclosed a copy of the current and proposed organisational structure with current and proposed position detail included.

I have also enclosed a copy of the communication sent to all staff.

Any staff member affected by these proposed changes will be managed in line with NSW Health Policy Directive: Managing Excess Staff of the NSW Health Service.

Where new positions are advertised, internal staff would be able to apply.

Nicola Yates, Director of Project Management and Service Commissioning will hold two virtual meetings where there will be an opportunity for staff to ask questions and provide feedback on the proposal. Meetings will be held:

Date	Time	Location
Wednesday 9 th August 2023	11:00am	Click here to join the meeting
Wednesday 16 th August 2023	2:00pm	Click here to join the meeting

If you have any questions on this proposal, please contact Nicola Yates, Director of Project Management and Service Commissioning via nicola.yates@health.nsw.gov.au by 5:00pm on Friday 25th August 2023.

If you would like to provide written feedback on this proposal, please email Nicola Yates, via nicola.yates@health.nsw.gov.au by 5:00pm on Friday 25th August 2023.

I look forward to your feedback and will provide a response to feedback and decision by Friday 8th September 2023.

Yours sincerely,



Fiona Renshaw

Executive Director of Operations, Southern NSW Local Health District

4th August 2023

Attachments: Current and proposed organisational charts
 Email to all staff
 Draft Position Descriptions