



Mr Gerard Hayes
Secretary
Health Services Union
Level 2, 109 Pitt St
Sydney NSW 2000

Via Email: info@hsu.asn.au; Kym.Morgan@hsu.asn.au
Attn: Kym Morgan

Dear Mr Hayes

RE: Reclassification of Reception and Administration Officer positions, Oral Health

I write with reference to a review and subsequent determination for the reclassification of the Reception and Administration Officer roles within the Oral Health Department of Northern Sydney Local Health District (NSLHD).

The role of Reception and Administration Officer (AO2) was submitted to the General Grading Committee to reflect changes in the role in an organisational and service context, noting changes in technology and service demands. A reclassification to Administration Officer Level 3 (AO3) was subsequently approved on 12 October 2022. Further, the Reception and Administration Officer – Oral Health Position Description has been updated to more accurately reflect the key accountabilities of the position (*attached*).

Due to the changes in the position, five (5) staff have been declared 'affected' employees. Discussions have been conducted with the affected staff in the AO2 roles between 15 and 23 September 2022. The staff will be provided priority access to suitable vacancies across the public health system. Due to the difference in grades a merit based process will need to take place in accordance with NSW Policy Directive *Recruitment and Selection of Staff to the NSW Health Service (PD2017_040)*. The affected staff will be encouraged to apply for the new AO3 positions.

If you have any concerns or queries, please contact Sarah Eldridge-Smith via email Sarah.Eldridge-Smith@health.nsw.gov.au or mobile 0407 768 740 by 18 November 2022.

Yours sincerely

Velda Sturt
Director Oral Health
Primary and Community Health

Date: 4 November 2022

cc: Kim Field, Director Primary and Community Health

Sarah Eldridge-Smith, Manager People and Culture, HR Business Partner MHDA and PACH
encl. Reception and Administration Officer Position Description

Northern Sydney Local Health District is located on the traditional lands of the Eora Nation

All correspondence to be emailed or sent to:
NSLHD-Mail@health.nsw.gov.au

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