

1 August 2023

Mr Gerard Hayes
Secretary
Health Services Union

By email: secretary@hsu.asn.au

Dear Mr Hayes

Re: Title Change Deputy Operations Officer Forensic Medicine Lidcombe

I am writing to advise the proposed name change for the Health Services Manager Level 4 position of Deputy Operations Officer Forensic Medicine to Programs Support Manager Forensic Medicine.

This position is currently vacant and we are looking to recruit to it on a permanent basis.

The position reports to the Chief Operating Officer (COO) Forensic Medicine and provides support for business operations.

Previously this position had two direct reports. As this position is currently vacant, these Managers have been currently reporting directly to the COO Forensic Medicine. The proposed change to have the role as Programs Support Manager Forensic Medicine will enable greater consistency in operational matters and decision making across the FASS sites incorporating both local and state responsibilities. This would enable a seamless state-wide service.

Consultation has taken place with the Forensic Medicine management group around the following points:

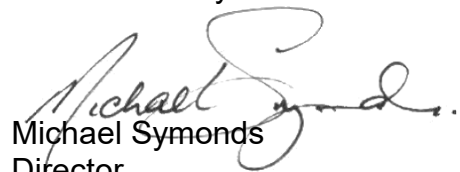
- Deputy Operations Officer Forensic Medicine to be renamed Programs Support Manager Forensic Medicine.
- The two managers that previously reported to this position now reporting directly to the COO Forensic Medicine.
- Minor changes to the position description to support this.

The feedback from the group was positive to the change in reporting and all saw value in the improved consistency in the state-wide service and better enable local sites to all be operating in the same way with all Forensic Medicine Managers answering in to the Chief Operating Officer and also enabling improved communication channels.

I would appreciate your earliest comment in respect of our proposal in order for us to recruit permanently to this important operational role.

If there are any questions or to arrange a meeting please contact our HR Manager on catherine.keating@health.nsw.gov.au or phone 0407 939 431.

Yours sincerely

A handwritten signature in black ink that reads "Michael Symonds".

Michael Symonds
Director
Forensic & Analytical Science Service
NSW Health Pathology

cc: Jeremy Lappin, Industrial Officer HSU
Rebecca Gigli, Chief Operating Officer Forensic Medicine
Catherine Keating, Human Resources Manager FASS