

09 February 2022

Mr Gerrard Hayes  
Health Services Union  
L2/109 Pitt Street  
SYDNEY NSW 1215

Attention: Tracey Gaddelin – Organiser

Via email: [Tracey.Gaddelin@hsu.asn.au](mailto:Tracey.Gaddelin@hsu.asn.au) and [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes,

**Re: Administration Services, Belmont District Hospital**

I am writing to advise you that an assessment of the current Administration Services provided at Belmont District Hospital has been undertaken in order to ensure consistency and an equitable workload distribution across all grades of administrative positions.

The scope of the assessment encompassed administrative support services, including classifications from Level 4 Administration Officers to Health Service Manager Level 1. There are 7 positions included in the assessment, inclusive of the following roles:

- Revenue Officer – Administration Officer Level 4 - AO4
- Finance Officer – Administration Officer Level 4 – AO4
- Waitlist Coordinator – Administration Officer Level 4 – AO4
- Medical Administration Officer – Administration Officer - AO4
- Executive Assistant – Administration Officer Level 5 – AO5
- Medical Administration Manager – Health Service Manager Level 1 – HSM1
- Administration Manager – Health Service Manager Level 1 – HSM1

The assessment was carried out by the Acting Administration Manager and the Finance Manager, who interviewed each Senior Administration Officer to understand several key points:

- Core business of each role
- Time management and workload distribution
- Suitability of current grading of position
- Possible scope for increased capacity in tasks or assistance in limiting tasks
- Comparison to similar positions in other facilities within the LHD
- Possible scope for position to evolve and change over the next few years

The impact assessment undertaken supports the following changes to the administration structure:

- The Waitlist Coordinator role is regraded from an A04 to A05 to align with similar positions in the Health District and as such attract a greater pool of candidates for the position. This position will continue to report to the Administration Manager.

- Finance and Revenue Officers remain appropriately graded as an A04 and will continue to report to the Finance Manager.
- The Medical Administration Officer position is regraded from an A04 to an A05 and will report to the Medical Administration Coordinator. The regrading of this position will enable this position to provide higher level support to the Medical Administration Coordinator and Director of Medical Services.
- The Medical Administration Coordinator position will replace the previous Medical Administration Manager and be regraded from a HSM 1 to A06. The reporting lines for this position will change from reporting to the General Manager to the Administration Manager.

A copy of the proposed organisational structure is attached for your information and I would ask that you provide any response to this plan by close of business **Wednesday 16 February 2022**. Your response can be sent to me via email at: [Rebecca.North@health.nsw.gov.au](mailto:Rebecca.North@health.nsw.gov.au)

If you have any concerns or questions please do not hesitate to contact me on (02) 4923 2231 or Melissa Hilton, Human Resources Consultant on (02) 4985 3467.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Rebecca North".

**Rebecca North**  
A/General Manager  
Belmont District Hospital  
Hunter New England Local Health District

cc Jade Osland, Acting Administration Manager, Belmont District Hospital  
Melissa Hilton, Human Resources Consultant