

Mr Gerard Hayes
Secretary - HSU
Health Services Union
Locked Bag 3, Australia Square, Sydney NSW 1215
Email: secretary@hsu.asn.au

Delivered via email

Re: Consultation in relation to the Education and Training Services Department at The Children's Hospital at Westmead

Dear Mr Hayes,

The purpose of this letter is to advise you of a proposed change within the Education and Training Services Department at The Sydney Children's Hospitals Network (SCHN).

The SCHN Education and Training Services Department works in collaboration with staff across the SCHN and externally to ensure staff are equipped to deliver the best possible care to children and their families. The position of Administration Officer provides administrative expertise to proactively support the Department, utilising a consumer-centred approach. In order to best utilise the administrative expertise of this position, it is proposed that the position report into Ms Kim Da Silva, Associate Director of Education & Training (Non-Medical). The proposed change will allow for greater administrative support for the strategic functions of the Education service and provide clarity of reporting lines to managers responsible for those functions.

The staff member impacted by this change has been requested to provide formal feedback by 30 December 2020. Please provide any additional feedback to the proposal within **two weeks** from the date of this letter. If you have any questions, please contact Ms Sally Whalen, Executive Director of Nursing, Midwifery and Education at sally.whalen@health.nsw.gov.au

Yours sincerely,



Ian Fuller
Director of Workforce

Date: 16 December 2020