

# People and Culture Directorate Restructure Consultation Guide

May 2023

## Purpose

This consultation document provides staff in Justice Health and Forensic Mental Health Network (Justice Health NSW) People and Culture directorate (formerly Corporate Services directorate) with information pertaining to the restructure of the People and Culture directorate.

## Case for change

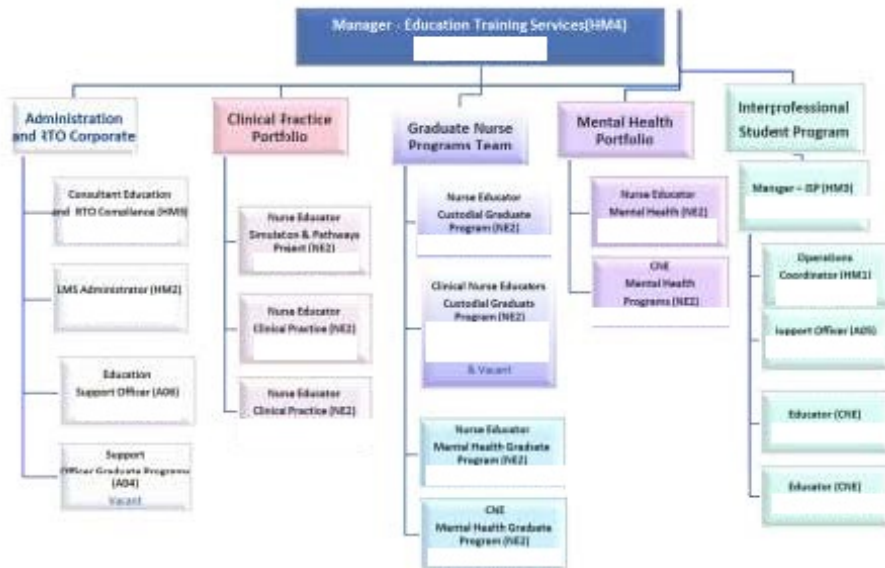
As Justice Health NSW prepares to implement our 10-year Strategic Plan – Together for Healthier Tomorrows, several changes have been made to our organisational structure. To achieve success for our patients, re-aligning the Executive Leadership team was the first step Justice Health NSW needed to ensure we are best placed to deliver our services into the future.

The re-alignment at the executive level resulted in several changes including the de-establishment of the Corporate Services directorate. This is necessary for effective decision making and cross collaboration in all areas of Justice Health NSW. Most importantly, the changes will ensure the alignment of leadership and functions/services supports and enables the future delivery of our Strategic Plan 2023-32.

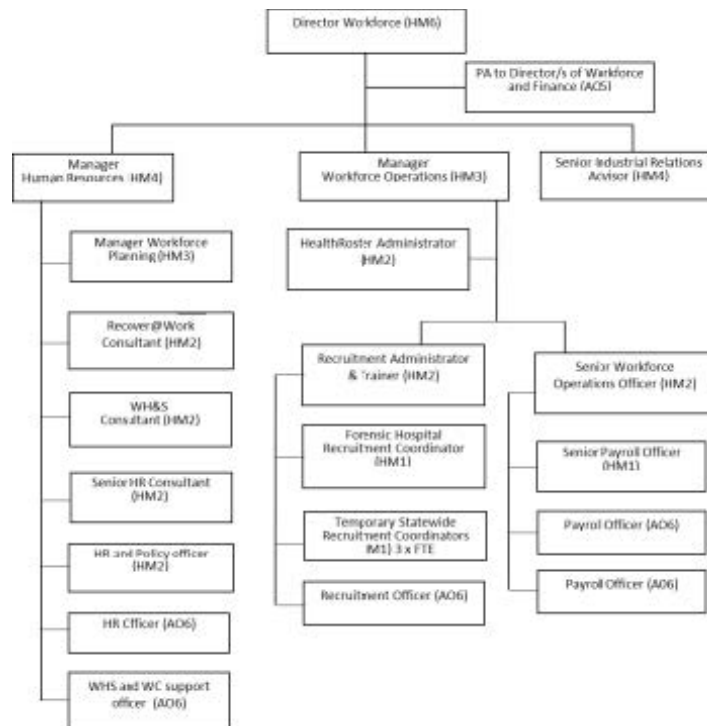
The People and Culture directorate is being established to provide strategic and operational oversight over some of the services in the Corporate Service directorate including Workforce and Organisational Development units. This change will support the delivery of services in an effective and efficient manner.

## Current structure/s

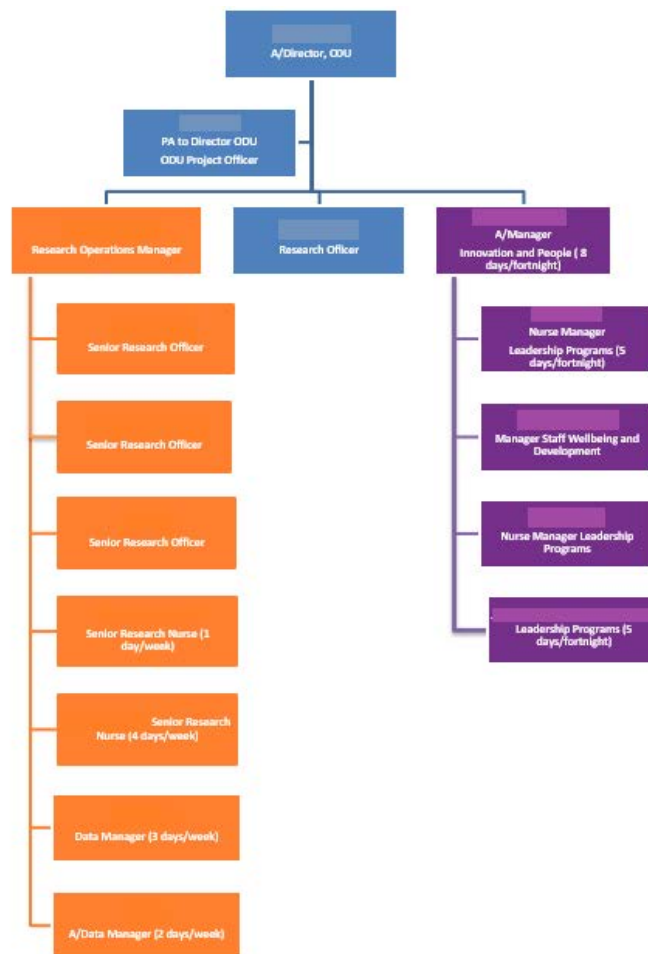
Education structure – reports to the Director ODU



Workforce structure

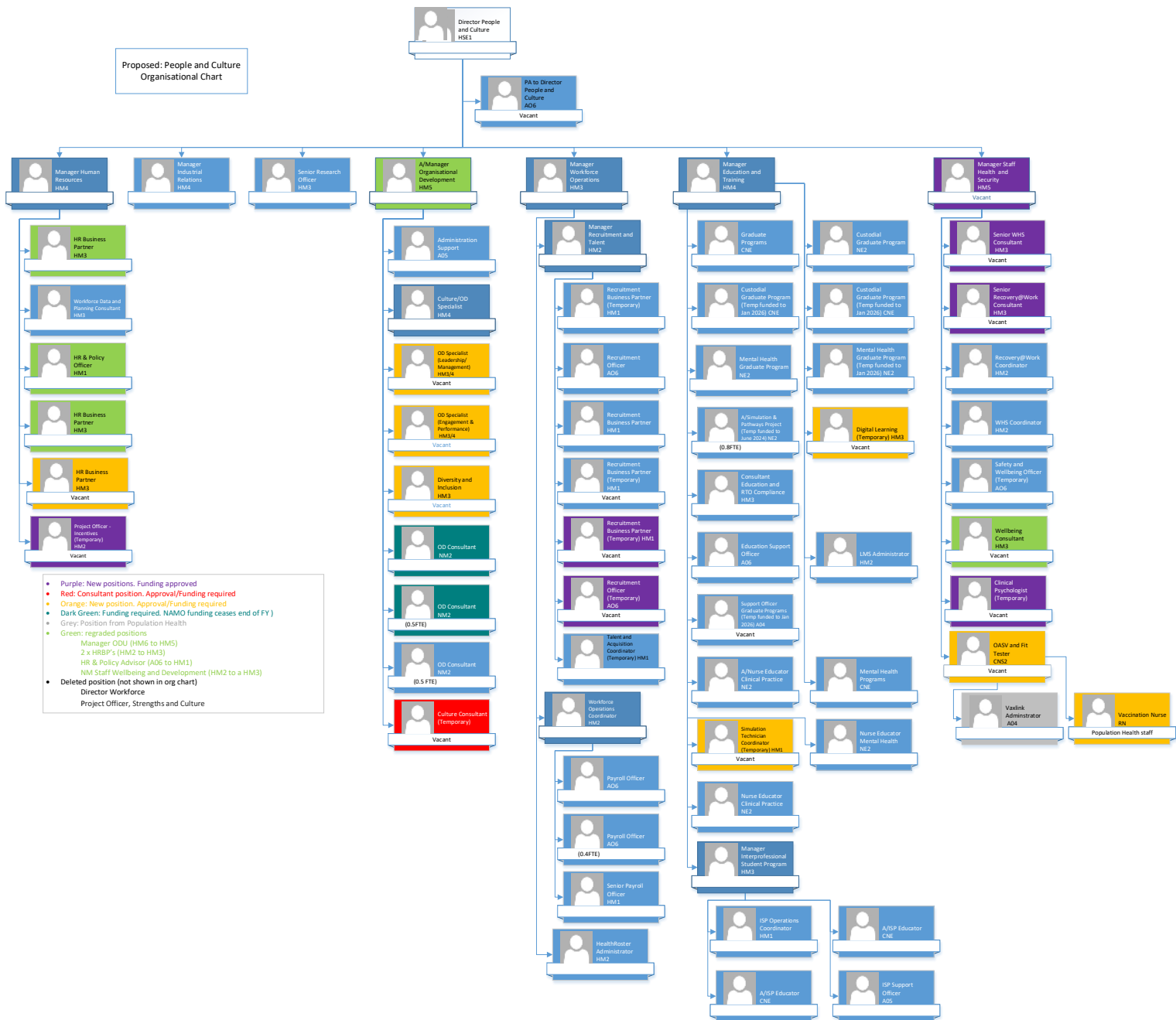


Organisational Development structure (without education and training)



Proposed Organisation Structure – People and Culture Directorate

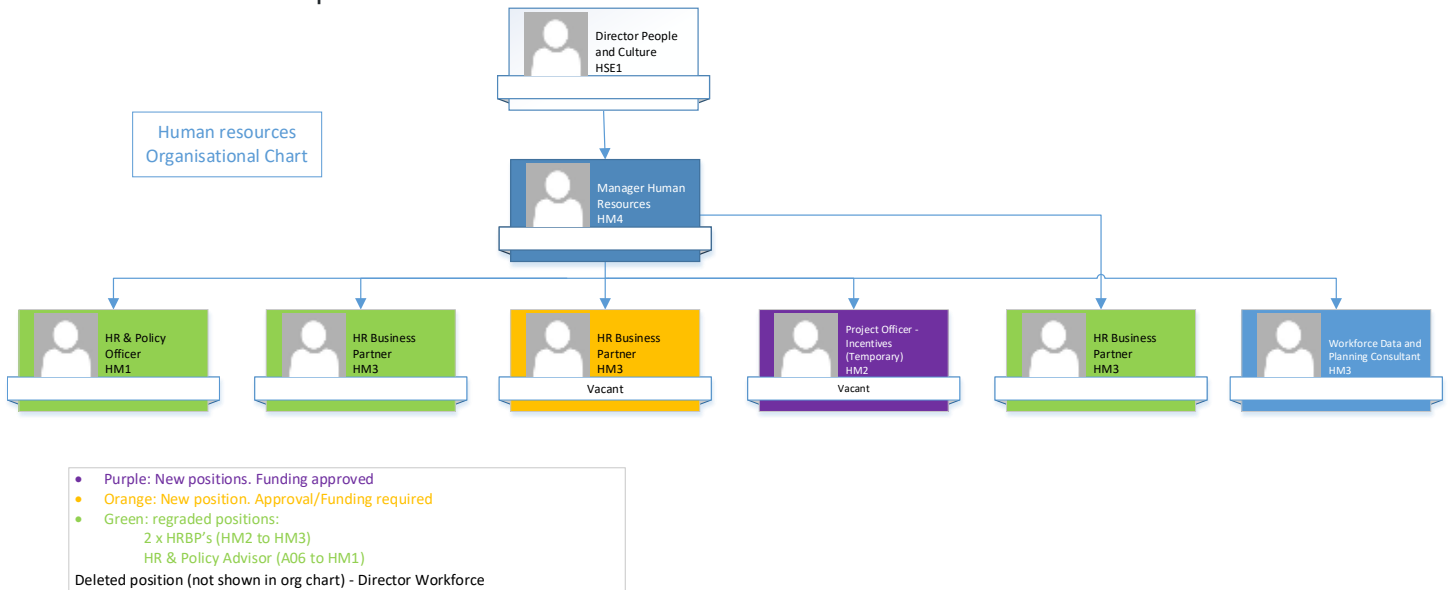
Proposed: People and Culture Organisational Chart



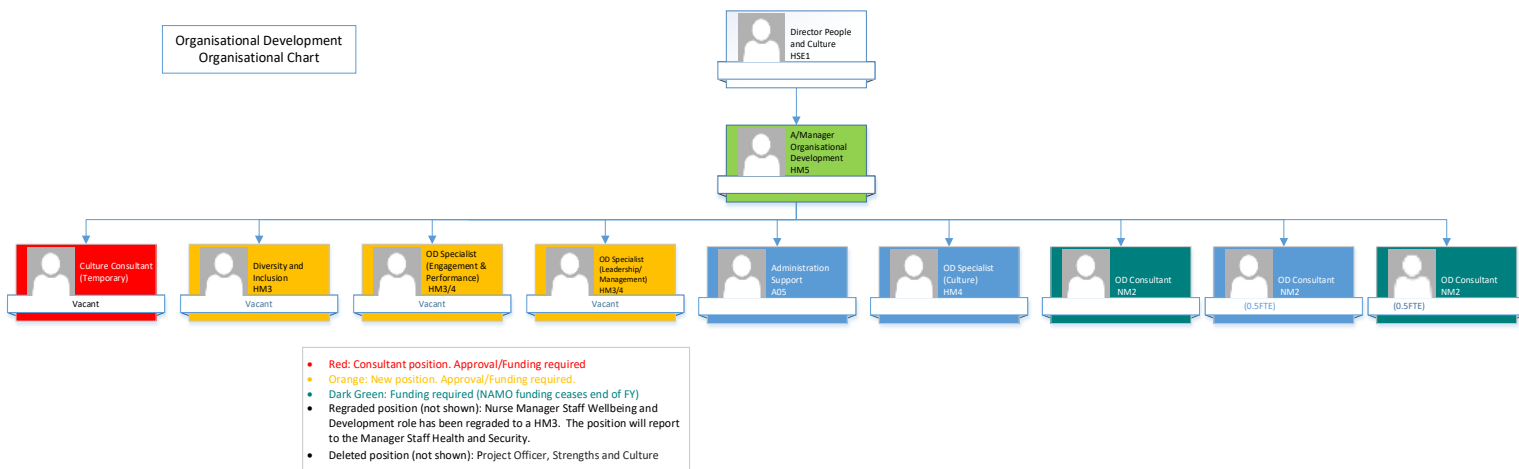
- Purple: New positions. Funding approved
- Red: Consultant position. Approval/Funding required
- Orange: New position. Approval/Funding required
- Dark Green: Funding required. NAMO funding ceases end of FY
- Grey: Position from Population Health
- Green: regraded positions
  - Manager ODU (HM6 to HM5)
  - 2 x HRBP's (HM2 to HM3)
  - HR & Policy Advisor (A06 to HM1)
  - NM Staff Wellbeing and Development (HM2 to a HM3)
- Deleted position (not shown in org chart)
  - Director Workforce
  - Project Officer, Strengths and Culture

# Proposed People and Culture Directorate Department/Units

## Human Resource Department

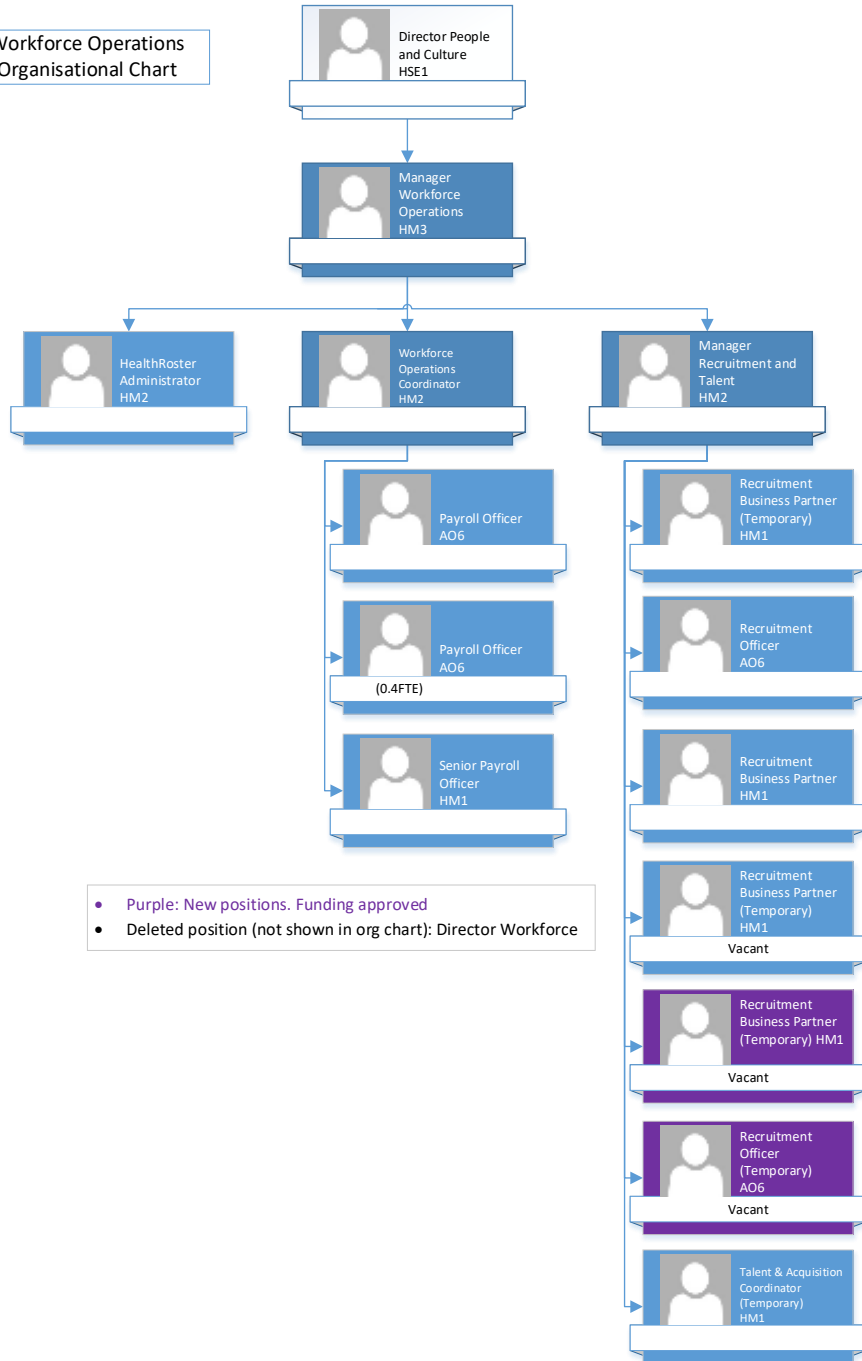


## Organisational Development Unit



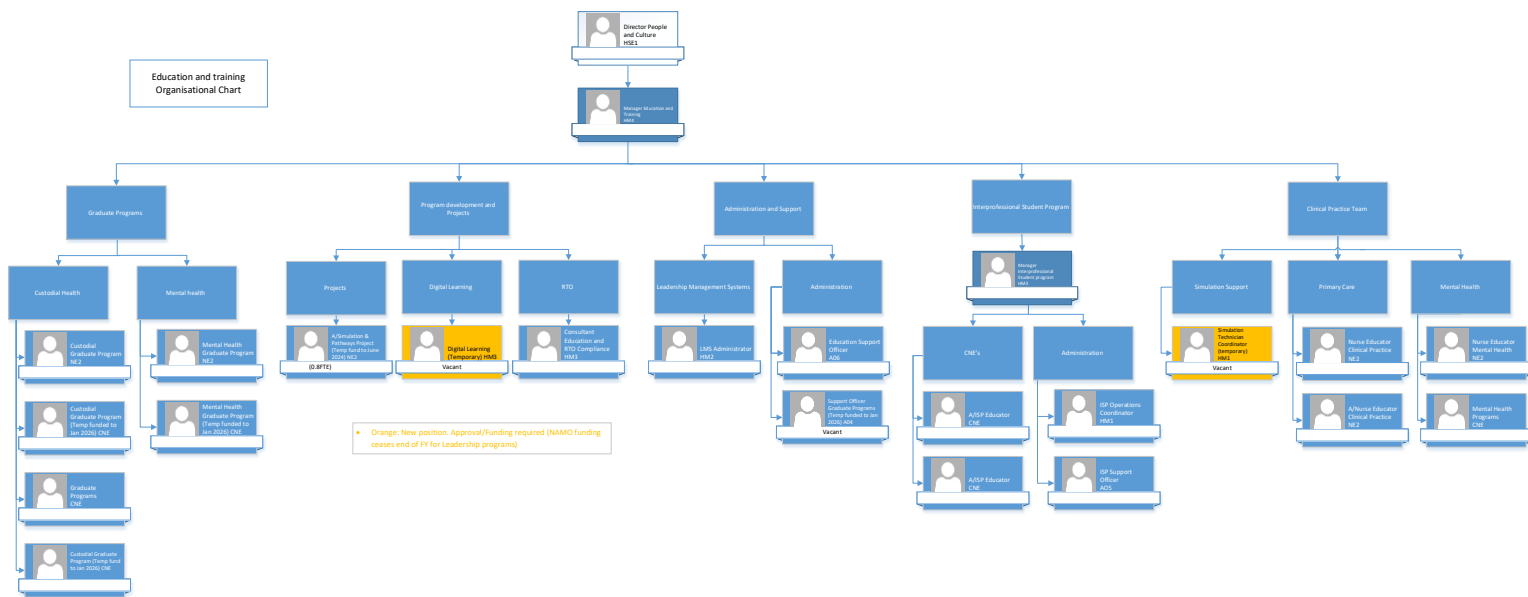
Workforce Operations Unit

Workforce Operations Organisational Chart

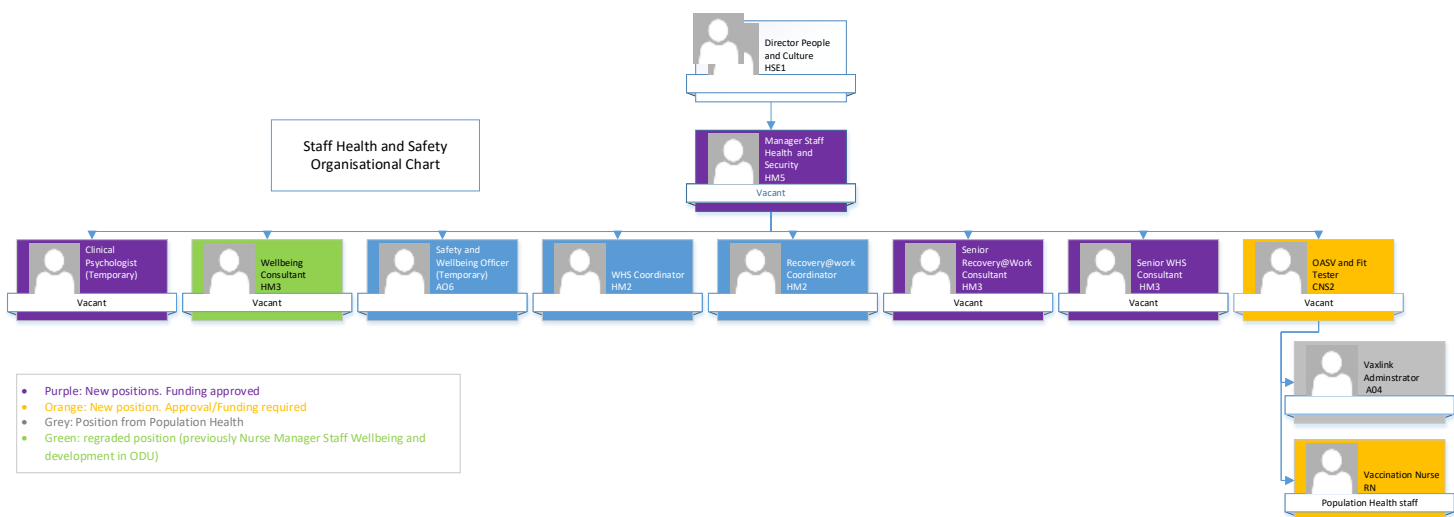


- Purple: New positions. Funding approved
- Deleted position (not shown in org chart): Director Workforce

## Education and Training Unit



## Staff Health and Safety Unit



## Staffing

Helen Emmerson has transferred across to the Director People and Culture position.

With the creation of some new positions, there will be new opportunities for our current staff members to explore and progress into.

Some staff members will experience changes in both their reporting line and changes to their role/duties. Staff impacted by this change will have the opportunity to discuss changes to their role, what this means to them, and the process that will be followed. Where possible, staff members who experience changes to their current role will be placed in a suitable/same position at level.

Written correspondence will also be sent to staff outlining any changes to their role or reporting lines.

## Consultation

Formal consultation between Helen Emmerson, management, unions and employees will be undertaken before and during the consultation period. This will include all written correspondence and meetings with affected employees and the union/s (if requested).

## Timeline

Consultation with employees will commence on **Thursday 18 May 2023 until Wednesday 31 May**. Written correspondence will be sent to staff outlining any changes to their role and/or reporting lines the week of 15 May 2023. Meetings to discuss the new structure will be scheduled with managers and teams during the consultation period.

If not already completed, staff will officially transition to the new People and Culture directorate on 19 June 2023 or once appointment to vacant positions is completed and/or stafflink has been updated to reflect the changes in the new structure.

## Staff support

All staff will be provided details of the Justice Health NSW Employee Assistance Program. This is a free and confidential service to all employees and their immediate families. For assistance employees can call **1300 687 327** or visit the website on [www.convergeinternational.com.au](http://www.convergeinternational.com.au)

Additional support services for staff include:

- support provided by line management and the Human Resources team and HR



- access to support and counselling services such as the Employee Assistance Program, Beyond Blue and Lifeline.

Justice Health NSW will also support affected staff who may wish to apply for a position in the new structure with career coaching by an external provider. Job skills training will provide practical strategies in developing CV's, answering selection criteria/Targeted questions, and interview skills.

Affected and impacted staff wanting to apply for new roles will be provided further details of the Job skills training available.

## Further information

For further information on the restructure process or to ask a question, please email [JHFMHN-JusticeHealthRe-alignment@health.nsw.gov.au](mailto:JHFMHN-JusticeHealthRe-alignment@health.nsw.gov.au)