



9 March 2022

Mr Gerard Hayes
Secretary
Health Services Union NSW
Locked Bag 3
AUSTRALIA SQUARE NSW 1215

Email: secretary@hsu.asn.au

Dear Mr Hayes

Senior Executive Assistant Position Description

I am writing to inform you of an intended change to the above mentioned Position Description. Across the Mid North Coast Local Health District (MNCLHD) there are a number of Senior Executive Assistant (SEA) roles working Health Manager 1 (HM1) PD.

The attached PD meets the HM1 criteria, however you will notice it is generic and does not specify the directorate it reports into. For the purposes of this consultation it will initially be used to recruit the SEA to the Director for Integrated Allied, community and Cancer Care Services (IACCCS) and may be used for future recruitment activities for roles at this level.

The role is currently vacant, aligned to an existing AO6 PD and is being filled on a temporary basis.

I would appreciate any feedback on the PD prior to closed of business 16 March 2022 as we intend to advertise for the role as soon as possible.

Thank you for your consideration and should you require further information, please contact me on 0427 786 721 or via email at martin.minogue@health.nsw.gov.au.

Yours sincerely

Martin Minogue
District Manager Human Resources