

Transcript of Information Received from Employer

- Full Proposal in detail for all to understand. (Consistent Feedback “Do not understand changes within your department as previously discussed”).

To standardise – generic, food services duty statements and job descriptions at level. Food services have already commenced rolling out generic duty statements and job descriptions with no negative impact to staff and no concerns raised by staff. Management is happy to have a meeting with staff and discuss further and answer any questions. All vacant positions will continue to be advertised and recruited to, as this will remain unchanged. Once the consultation period is completed, for all future vacant HSO4 positions to be recruited to using the new duty statement and job description.

- Purpose of the proposal and potential negative impacts.

Flexibility for staff who wish to increase skill set at level, while working on the job.

No negative impact as it will provide ability for staff to increase their skills set across food services. Generic duty statements and job descriptions is already working successfully across food services. The Draft HSO 4 generic duty statements and job descriptions has been reviewed by people and Culture to ensure compliance with work level standards for HSO4. This is standard practice prior to seeking feedback from substantive positions holders. Management welcome the feedback for the Draft generic duty statements and job descriptions from unions and substantive position holders.

- Current Model.

There are currently six different HSO4 duty statements and job descriptions across food services. Currently it delays the ability for staff who want to transfer across food services at level to do so. Currently the duty statements and job descriptions are all different. If the staff member wishes to transfer to another job at level, they must apply for that specific position. Duty statements and job descriptions must be the same for staff to transfer at level. We have been advised by P&C that generic duty statements and job descriptions should be updated every 12 months.

- Rationale for changes.

Staff able to work across food services at level. Advantage for the covid environment as it has a positive impact of service delivery for our patients, that is staff who have increased their skill set can assist in an area in the event that there is a covid case. Staff who would like to broaden their skill set or would like to have a change at level can do so. Reduce the ‘red tape’. All generic duty statements and job descriptions are in accordance with work level standards and at level.

- Future Model and benefits.

Transparency and flexibility across food services and open-door communication and consultation.

- Implications for not undertaking proposed changes.

Reduces the ability for staff who want to increase skill set to do so with ease. Recruitment becomes slower as staff need to apply for specific roles. Staff therefore unable to develop skill sets across the food's services.

- Consultation methodology.

Through the unions and directly to the substantive position holders. Management will meet with substantive position holder to go through it with the staff to answer any questions they may have. This has worked effectively in the past when there are staff members with English as a second language to ensure they understand the rationale and process. Management welcome the feedback for the Draft generic duty statements and job descriptions from unions and substantive position holders. Following union and substantive position holders' feedback we then inform all staff as below.

- All staff to be informed with proposed changes.

We Inform all staff at all meetings that is staff, union and operational meetings for any proposed changes and inform by publishing in the monthly staffing update and quarterly Food Services Newsletter