



ACT
Government

**Canberra Health
Services**

Nathan Collins
Organiser, Public Health
HSU NSW/ACT/QLD
Level 2, 109 Pitt Street
SYDNEY NSW 2000

Dear Mr Collins

Consultation – Change of Duty Statement SOG C Assistant Director Quality

Canberra Health Services (CHS) is committed to promoting permanent recruitment, job security and maintaining the size of the organisation to ensure we can provide exceptional health care.

CHS review employee duty statements annually to ensure the documentation accurately reflects the tasks being performed. At times changes are required to reflect the operational requirements of the business unit. Sterilising Services recently reviewed the Assistant Director Quality (SOG C) position description to ensure duties are accurately reflected. The review identified a number of changes required, including content and format. I have attached the current and proposed duty statements for your review and consultation with affected staff.

Consultation feedback

To allow you a genuine opportunity to contribute to and influence the decision-making process prior to a decision being made, the consultation period for the proposed changes to the duty statement will be seven calendar days from the date of this letter. Sterilising Services management will meet with the substantive position holder at the same time to discuss the proposed changes to the duty statement. An opportunity to provide feedback will be provided, with Sterilising Services requesting feedback via email to the Director, Sterilising Services seven days after this consultation.

If you have any questions or concerns regarding the consultation process or to request additional information, please do not hesitate to contact me on 5124 3583 or via email Natalie.ogilvie@act.gov.au.

I look forward to your response and contribution to this consultation process.

Yours sincerely
Natalie Ogilvie

A handwritten signature in black ink, appearing to read 'Natalie Ogilvie', with a stylized, cursive script.

Natalie Ogilvie
Director
Sterilising Services
Infrastructure & Health Services Support
Canberra Health Services

01 March 2023

CC:
Sandra Wheeler Assistant Director, Operations
Sandra Sturt A/g HR Business Partner
James McVeigh A/g Senior Recruitment Officer

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