



ACT
Government

**Canberra Health
Services**

Health Services Union
c/o HSU State Office
Level 2, 109 Pitt Street
SYDNEY NSW 2000

secretary@hsu.asn.au

Dear Mr Hayes

Division of Medicine – Consultation on proposed change to the administration structure

In accordance with the relevant consultations provisions of the relevant enterprise agreements in Canberra Health Services (CHS), where there are proposals by the ACT Public Service to introduce change in work practice or work organisation within a Directorate the head of service will consult with the affected employees and relevant unions.

The proposal involves changes to the structure of the administration teams within the Division of Medicine. There are no loss of jobs, instead four new positions are being created and the details regarding these positions are in the attached consultation paper. This direction will allow for,

- Improved support in terms of service development and strategy.
- Career progression and succession planning.
- Increased training and education.
- Support to the Division of Medicine senior leadership team.

In addition, the following is occurring.

- Converting the SOGB Project Manager role back to a fourth Business Manager role. Consultation has occurred with the nominal occupant, and they are happy with this proposal.
- The Emergency Department Operations Manager role (SOGC) is moving under two streams which means they will have access to two Business Managers. The position is nominally vacant and will be advertised.
- The Executive Director does not require an Executive Assistant, so this position is being converted to create a divisional project officer role. The nominal occupant of the Executive Assistant position has been consulted and is happy with this proposal.
- Changing the title of Director of Operations to Senior Director of Operations to align with the SOGA nomenclature for Canberra Health Services.

The proposed benefits will be,

- Provide additional capacity to support the Division at the operational and strategic level.
- Provide opportunities for succession planning as well as career development progressions.
- Allow greater capacity for business improvement processes to be developed and implemented.
- Provide a more efficient and effective administrative support structure for Unit Directors, Assistant Directors of Nursing, and their staff.

- Redirect funding towards identified training and education opportunities to develop and grow staff internally.

Next steps are to allow staff and unions a genuine opportunity to contribute to and influence the decision-making process prior to any changes being formalised, the consultation period for the proposed organisational structure will be 14 days commencing from 21 February 2023.

Furthermore, any additional meetings with affected staff will be held as requested by the individuals to answer any further questions and contribute to the decision-making process.

If you have any further questions regarding the proposed restructure, please contact me on 5124 8382, 0468 663 405, or alternatively CHSDOM@act.gov.au.

Yours sincerely



Liza Marando
Director of Operations
Division of Medicine
Canberra Health Services

20 February 2023