

ISLHD: Proposed Restructure Procurement & Commercial Services

Dear Member,

Attached is correspondence the HSU has received from Illawarra Shoalhaven Local Health District regarding a proposed restructure of the Procurement & Commercial Services team.

Member feedback requested

The HSU industrial team is currently reviewing the potential impacts of the proposed restructure upon affected employees. We are now seeking feedback, views and comments from our members.

Please review the attached documentation and provide comment and feedback by close of business 20 November 2018. You can submit it by email to tom.stevanja@hsu.asn.au with subject line *ISLHD Procurement*.

HSU organiser and sub-branch involvement

Your HSU organiser will be visiting your workplace shortly and convening a meeting to discuss the matter with affected employees. The HSU is also seeking expressions of interest from members to be part of the consultative process as a workplace delegate in any upcoming USCC meetings regarding this proposal. The most effective way to deal with these kinds of proposals is by taking into account the concerns of the group, agreeing on a way forward and presenting that united position to management.

Please distribute this newsletter to your work colleagues for their information and comments and encourage them to attend the meeting.

Not a member of the HSU? Now is time to join and have your say! You can join online at www.hsu.asn.au/join or call 1300 HSU NSW and join over the phone.

A union's effectiveness and negotiation power depends upon the strength and density of its membership base. Join your work colleagues today by becoming a member of the Health Services Union and help us continue to protect and improve your working life.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

Procurement and Commercial Services Restructure Plan Proposal for Consultation



1. Reason for the restructure

Ernst & Young (EY) were recently engaged by ISLHD to undertake both a Procurement Functional Review and a Procurement Opportunity Analysis. Together these reviews have provided clear recommendations for the development of the procurement function and identification of opportunities for service improvement. As a result, the Chief Executive has approved a number of proposed changes to the existing structure of the Procurement and Commercial Services team including:

- Centre-led Procurement structure;
- Separation of the Procurement and Corporate/Commercial Services functions such that the new position of Director, Procurement & Supply Chain is created;
- Additional positions have been added to the structure to establish the centre-led model and to contribute to the development of Procurement strategy and governance; performance management; sourcing and category management and supplier relationship management;
- An interim structure for up to 6 months incorporating the continuation of a number of roles to maintain business as usual whilst we transition to the new centre-led model; and
- The creation of a Project Manager role for up to 12 months to manage the project, including both the transition to the centre-led model and the delivery of savings initiatives.

1. Number of staff affected

The following positions will be retained within the new structure:

	Position Title	Classification	Location	FTE
1.	Director Corporate & Commercial Services	HSM 5	Unanderra	1
2.	Manager Procurement Strategy, Contracts & Sourcing (minor title change)	HSM 4	Unanderra	1
3.	Business Support Officer (minor title change)	AO 4	Unanderra	1
4.	Manager Fleet Services	HSM 3	Unanderra	1
5.	Fleet Officer	AO 4	Unanderra	1
6.	Voice Services Coordinator (minor title change)	HSM 2	Unanderra	1
7.	Voice Services Officer	HSM 1	Unanderra	1
			TOTAL	7

The following positions will be deleted as part of the implementation of the interim structure.

	Position Title	Classification	Location	FTE
1.	Procurement & Contracts Officer	AO 4	Unanderra	1
2.	Procurement Services Manager (P-Card)	HSM 2	Unanderra	1
3.	Procurement Services Manager (Clinical)	HSM 2	Unanderra	1
4.	Procurement Services Manager (General)	HSM 2	Unanderra	1
5.	Logistics & Inventory Manager	HSM 1	Unanderra	1
6.	Accommodation Services Officer	HSM 1	Unanderra	1
7.	Procurement & Commercial Services Information Manager	HSM 1	Unanderra	1
8.	Property & Portfolio Services Manager	HSM 2	Unanderra	1
			TOTAL	8

The following positions will also be deleted when the final structure is implemented in 6 months:

	Position Title	Classification	Location	FTE
1.	Tender Manager	HSM 3	Unanderra	1
2.	Contract Manager	HSM 3	Unanderra	1
3.	Gate Manager	HSM 2	Unanderra	1
			TOTAL	3

2. New Positions

The Procurement & Supply team will be relocating to Five Island Road, Port Kembla due to space constraints at the Unanderra office.

Procurement & Supply Team

	Position Title	Classification	Location	FTE
1.	Director, Procurement & Supply Chain	HSM 5	Port Kembla	1
2.	Senior Manager, Procurement Governance	HSM 4	Port Kembla	1
3.	Manager, Supply Chain	HSM 3	Port Kembla	1
4.	Manager, Procurement Category Management (Clinical)	HSM 3	Port Kembla	2
5.	Manager Procurement Category Management (Corporate)	HSM 3	Port Kembla	1
6.	Clinical Products Coordinator	HSM 2	Port Kembla	1
7.	Procurement Governance Coordinator	HSM 2	Port Kembla	1
8.	Procurement Data Analyst	HSM 1	Port Kembla	1
9.	Inventory & Logistics Officer	AO 5	Port Kembla	1
			TOTAL	10

In addition, the temporary position of Project Manager will be created for a 12 month period.

Corporate and Commercial Team

	Position Title	Classification	Location	FTE
1.	Manager, Corporate Services	HSM 3	Unanderra	1
2.	Corporate & Commercial Services Analyst	HSM 1	Unanderra	1
3.	Corporate Services Officer	HSM 1	Unanderra	1
			TOTAL	3

3. Current and proposed organisational charts

Attached

4. Current and proposed position descriptions

Attached

5. Timetable for implementation

Step	Action	Date
1.	HSU advised of restructuring proposal for consultation with members	5/11/18
2.	Affected staff advised individually	5/11/18
3.	Procurement team meeting held to advise of restructuring plan and consultation process	5/11/18
4.	Meeting with union and staff (if required)	TBC
5.	Consultation period closes	19/11/18
6.	Procurement structure finalised taking account of feedback	23/11/18
7.	Procurement team meeting held to advise of final structure	23/11/18
8.	Affected staff advised in writing formally	26/11/18
9.	New positions submitted for grading	23/11/18
10.	Affected staff matched to new positions if appropriate or via EOI if more than one affected employee is a potential match	3/12/18
11.	Vacant positions advertised for recruitment	10/12/18
12.	Excess staff managed in accordance with the <i>Managing Excess Staff of the NSW Health Service PD2012_021</i>	Dec-Feb
11.	Recruited staff commence in new positions within Interim Structure	Jan-Feb 2019
12.	Final structure implemented and any remaining excess staff managed in accordance with the <i>Managing Excess Staff of the NSW Health Service PD2012_021</i>	Jun-Jul 2019

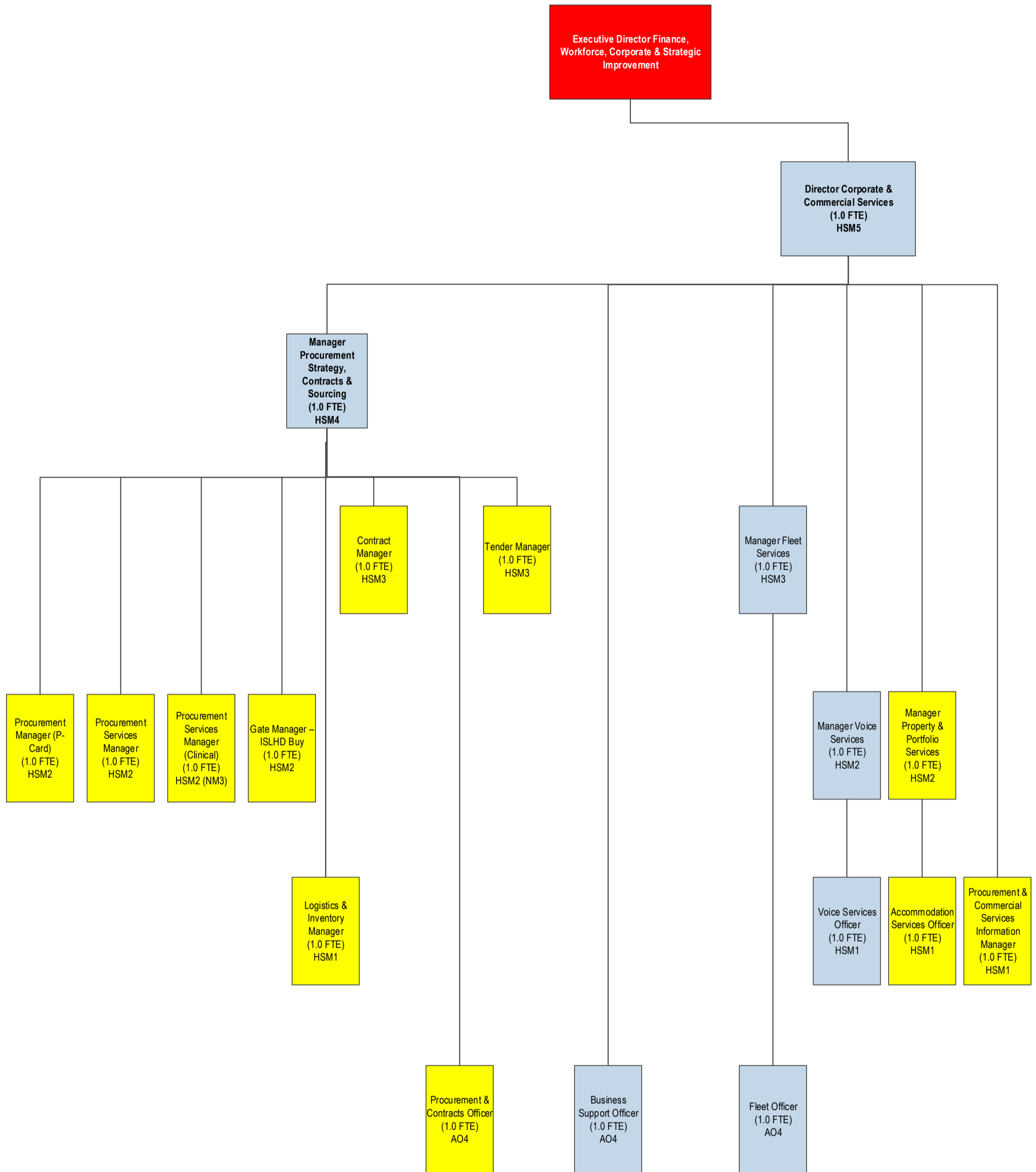
6. Possible effects on EEO groups

Additional positions are being added to the structure therefore increasing employment opportunities.

7. Counselling and vocational assessment services for staff

All staff will be advised of the availability of counselling and vocational assistance services via the Employee Assistance Program with Converge.

Current Structure



Positions to be Deleted
Retained Position

Final Structure

