

## **Proposed reporting line changes, John Hunter Surgical Services**

Dear Member,

The HSU has received correspondence from the John Hunter Hospital's Department of Surgical Services. The attached letter proposes a reporting line change for the procurement team within the Department. It also proposes that Operations Assistants may be used as leave relief for the procurement team.

The HSU urges members to read the attached letter carefully. A meeting is being arranged between the HSU and affected members for next Wednesday, 30<sup>th</sup> January. A meeting time and room will be advised when confirmed.

In unity,



Gerard Hayes  
Secretary, HSU NSW/ACT/QLD

**Subject: Realignment of Procurement Services, JHH Theatres****Date: 17/01/2019****Author: Mitchell Griffin**

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**SITUATION**

The purpose of this brief is to propose changes to the structure within our procurement team in the JHH Theatres. The desired outcomes from the proposal is to create a more clearer reporting line for the procurement team, reducing risk to the unit through planned and unplanned leave, and creating appropriate personal development for staff within the JHH Theatres.

**BACKGROUND**

The current administration structure within the JHH Theatres for procurement consists of two Storeman (Administration Officer Level 2), and one Procurement Officer (Administration Officer Level 3).

Historically the Storeman positions were graded at a lower non-administration grading and reported to the Manager Operation Assistants. During 2018 the role was regraded to allow the role to be able to assist the Procurement Officer. This saw the position regraded to an Administration Officer Level 2. As this role was now under the administration award the line of reporting was changed to report to the Administration Manager. The role was also enhanced to increase the fte allocation from 1.0 fte to 2.0 fte.

**ASSESSMENT**

Since the change in grading and reporting line a number of issues have surfaced.

Leave relief has proven difficult for the Storeman positions. As they are still largely non-administration based roles, they are vastly different from any other administration roles which makes skill mixing challenging. Surgical Services does not have any administration staff lower than a level 2 which prevents leave relief of the roles with lack of suitable candidates. This means that leave currently has to be coordinated between two different managers to enable an Operation Assistant to progress in to the role.

There has also been challenges experienced with the Procurement Officer position. As the role is quite unique with vast corporate knowledge required it has been difficult to provide backfill for the incumbent, especially at short notice. The Procurement Officer does assist with unplanned Theatre Clerk backfill on occasions. Although this has been reduced in recent months through changes to Theatre Clerk shift times, there is still the odd occasions where the Procurement Officer is utilised to assist at the Theatre Reception. During these instances the Procurement Officer has not been backfill leading to backlogs of work, unacceptable workloads and an impact of patient care delivery.

A meeting was held on 17 January 2019 which was attended by the managers for Theatres, Operation Assistants, and Administration, as well as the Management Accountant and position holders for the Storeman and Procurement positions.

It was proposed to the position holders that we realign the service to address the issues raised. This proposal included realigning the Storeman positions to report to the Manager Operation Assistants. This change would allow for appropriate succession planning and leave coverage by Operation Assistants which would be managed by the same manager. The Procurement Officer would also report to the Manager Operation Assistants. This would allow the Storeman to train in the Procurement Officer position and provide backfill for both planned and unplanned leave. In the event that the Procurement Officer would need to cover the Theatres Reception, then the Storeman would cover the Procurement Officer.

The incumbents were provided an opportunity to provide feedback at the meeting. Feedback included topics such as who planned/unplanned leave notifications would need to be notified to, clarification around break relief at the Theatre Reception, communication to other staff within JHH Theatres of the proposed changes, and protocol for backfill of positions.

At the conclusion of the meeting the overall the feedback from the staff was very positive and that they were looking forward to the changes and the benefits which would occur from the proposal.

## **RECOMMENDATION**

We would like to proceed with the proposed change of reporting lines in JHH Theatres for the positions of Storeman and Procurement Officer from the Administration Manager to the Manager Operation Assistants.

Currently within Stafflink the Storeman share a position number with the other Theatre Clerks. Therefore before the proposed change a new position number will need to be created under the Operation Assistants cost centre. Once created an e-form will be created to move the staff across. The estimated timeframe for this to occur would be two weeks. Therefore we would be aiming for a change over date of February 4, 2019 for this change which is also the commencement of both the new pay period and roster.

The Procurement Officer is on a unique position number which is not shared with any other position. This position would be able to move across at any time.