

HealthShare Common Resources 1 Reserve Rd, St Leonards

Dear Member,

Attached is correspondence the HSU has received from HealthShare NSW regarding the establishment of a new 'Workplace Services' team at 1 Reserve Rd, St Leonards.

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 17 October 2019. You can submit it by email to tom.stevanja@hsu.asn.au with subject line *HealthShare Workplace Services*.

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

Mr Gerard Hayes
General Secretary
Health Services Union
109 Pitt Street
Sydney NSW 2000

Email: secretary@hsu.asn.au

Dear Mr Hayes *Gerard*

Re: 1 Reserve Road, St Leonards, Common Resources

I am writing to inform you that on 3 October 2019 we have started conversations with 16 staff who currently provide reception and facilities management services across a number of health agencies (Agency for Clinical Innovation, Clinical Excellence Commission, Health System Support Group, Health Education and Training Institute, Cancer Institute NSW and HealthShare NSW), advising that:

- a new team, Workplace Services, will be established within the Health System Support Group, led under the Financial Services and Asset Management Division of the Ministry of Health to provide support and building services to staff and visitors at the new building at 1 Reserve Road St Leonards;
- the establishment of this new team provides an opportunity for staff who currently provide similar services across the agencies that are moving to 1 Reserve Road;
- anyone in a permanent role will be placed progressively into jobs as they become available in the new team;
- the timing of when these roles will be required, will differ - the management roles will be required shortly, with others early next year and some just as we start to move;
- there is still some work to do in finalising operational processes in the new building, therefore the structure of the new Workplace Services team has not yet been created. This will be worked through in the coming months. Once this has been confirmed, further information on the structure will be shared. This is expected to be finalised by the end of 2019.

We have attached an information pack which we have provided to staff today.

If you have any questions, please do not hesitate to contact me by email paul.gavel@health.nsw.gov.au or phone 0412 824 792.

Alternatively you can contact Dwane Hand, Associate Director HR and Recruitment – Pillar Health Agencies on by email dwane.hand@health.nsw.gov.au or phone 0477 312 963.

Yours Sincerely



Paul Gavel
Director Workforce, HealthShare NSW

Date: *3 October 2019*

Information Sheet 1.0

Expressions of Interest for Common Resources for 1 Reserve Road



With the relocation of your agency to the new building at 1 Reserve Road later next year, this will mean a change to the way your work is undertaken.

A new Workplace Services team will be established within the Health System Support Group, led under the Financial Services and Asset Management Division of the Ministry of Health, to provide support and building services for staff and visitors at the new building.

The Workplace Services team will provide:

- Management – Oversee the provision of front of house and back of house services and tenancy management
- Reception – Visitor Management and staff access
- Concierge – Meeting Room management, catering, AV/VC services, guest support
- Switchboard – Triage and direct calls to relevant agencies
- Mail – Mail and courier services
- Facilities – Non-base building management, building management liaison, emergency management, and management of security services and cleaning
- Administration and financial services – Contract management & reporting, procurement

The establishment of this new team will provide opportunities for staff who currently provide similar services across the agencies that are moving to St Leonards.

We will go through a process of seeking expressions of interest for future roles associated with these services, from the existing pool of staff currently providing similar services in agencies that are relocating.

The timing of when these roles will be required, will differ. The management roles will be required shortly, with others early next year and some just as we start to move.

We will meet with each individual in the coming week to talk through goals and preferences and any questions about these opportunities and the process we are using to realise these. You will be able to change your preference if you change your mind.

If you have any questions about the process or the opportunities please speak to directly to your functional manager in your organisation, or contact Dwane Hand, Associate Director HR and Recruitment Services, HealthShare NSW by email dwane.hand@health.nsw.gov.au or phone 0477 312 963.

Some Questions and Answers

1. Why is this new Workforce Services team important to me

Given your experience in this area, we would like you to have the first look of the functional model for the Workforce Services team for 1 Reserve Road and the potential opportunity this provides for yourself.

2. When will I be able to see position descriptions of the new roles?

We will be working with the Ministry and HealthShare NSW to finalise the new roles, and to develop role descriptions for them. We will do this in consultation with yourself.

Role descriptions for roles in the new Workplace Services team will be available once the structure has been confirmed and will be released progressively, prior to commencing to fill the roles.

3. When will I have the opportunity to express interest in a service line area?

Within the next week, we will be coordinating a separate meeting with you to discuss your preferences and to answer any further questions you may have regarding the process.

4. Does this mean that my role is transitioning to another organisation?

The new Workplace Services team will be established within the Financial Services and Asset Management Division of the Ministry, and your role is being considered as part of that team.

5. What method will be used to fill the new structure?

After the structure of the new Workplace Services team has been confirmed, new roles will be progressively released to the existing pool of staff providing similar services who are relocating, starting with any key lead and management related roles. Direct matches will be made where possible, however if there are more people interested in a service area then there are roles available, a merit based process will be used as the method to appoint to the role. Everyone in a permanent role will have a job, and will be placed progressively into jobs as they become available.

6. Will my pay and conditions of employment change?

Whilst you will move to a new team, and you may need to learn some new things as part of your new role you will continue to be employed under the Health Employees Conditions of Employment (State) Award. This means your employment conditions and pay will not change. Naturally, if you secure a higher graded role in the new team your pay will adjust accordingly.

7. What is the structure of the new Workplace Services team?

There is still some work to do in finalising operational processes in the new building. Therefore the structure of the new Workplace Services team has not yet been created. This will be worked through in the coming months. Once this has been confirmed, further information on the structure will be shared. This is expected to be finalised by the end of 2019.

Attached to this information pack is the functional model of what the team will likely look, this provides information on the services that will be provided by the team.

8. I don't know what my preference is right now. Do I need to express my preference right away?

This is the start of our conversation. Now is a good opportunity for you to think about whether you are interested in a particular service area that will be provided in the Workforce Services team and to let us know what that preference is. We will be meeting with you again within the next week to discuss your preferences and to talk through any further questions you may have. Once you have indicated your preference, you can change your mind at any time by letting us know.

9. How will consultation with HSU occur?

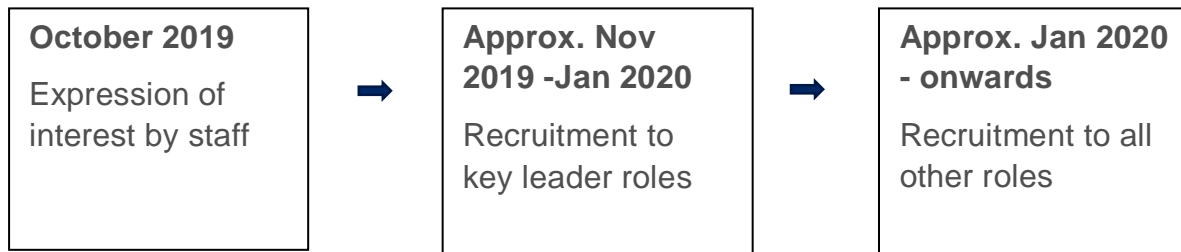
We have started conversations with the Health Services Union regarding our move to 1 Reserve Road and the common resources model and will continue to engage them throughout the process of relocation and the establishing the Workforce Services team.

10. When will I start in the new team?

The timing of when these roles will be required, will differ. The key lead roles will be required first, to assist in the set up and finalisation of the structure of the new team, and so we will be filling those first, with other roles to follow. Our aim is to have everything finalised early next year.

11. What are the next steps?

The below timetable provides an indicator of what we are approximately working towards

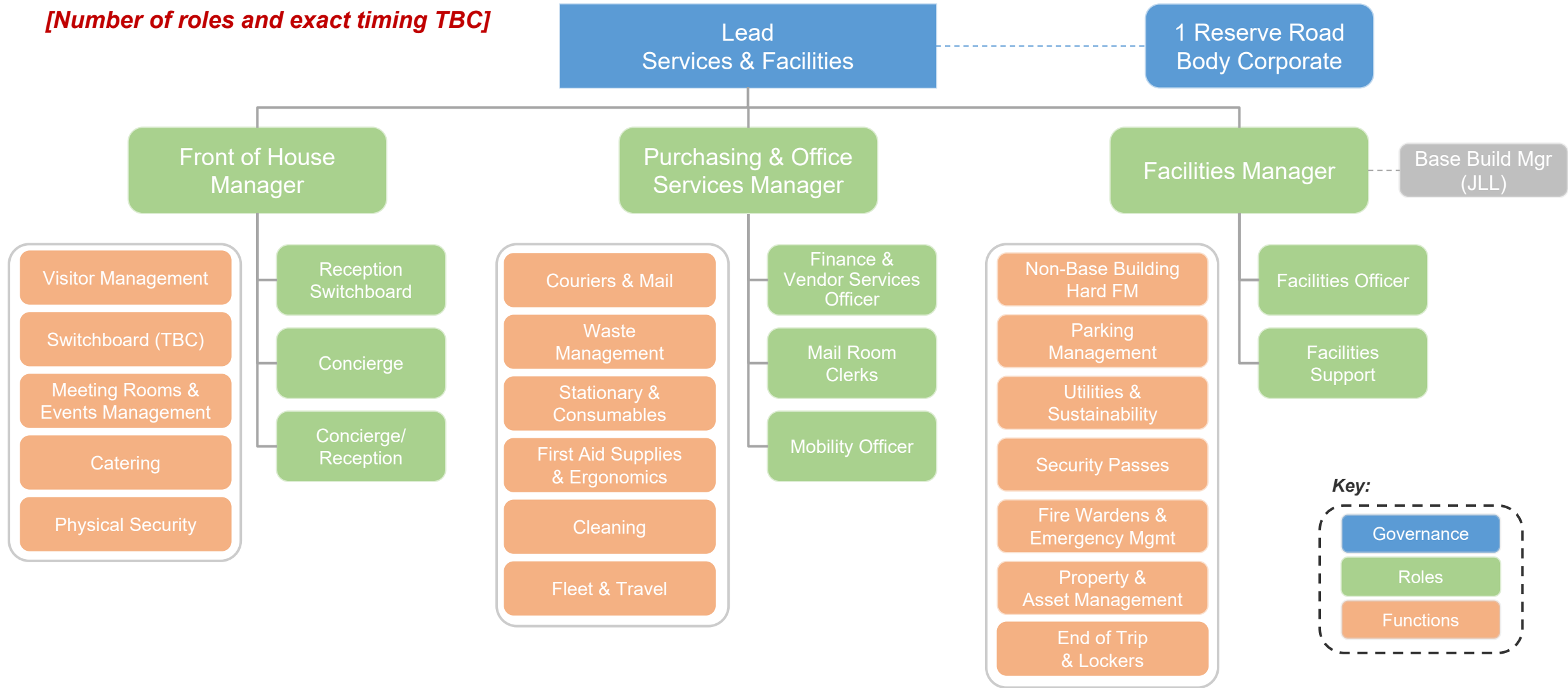


12. Who can I contact for further information or if I have further questions?

If you have any questions about the process or the opportunities please speak to directly to your functional manager in your organisation, or contact Dwane Hand, Associate Director HR and Recruitment Services, HealthShare NSW by email dwane.hand@health.nsw.gov.au or phone 0477 312 963.

1RR Workplace Services Functional Model

[Number of roles and exact timing TBC]



← Guidelines, Processes & Procedures (establish, report and monitor) →