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In reply please quote: **JM:ljm: A15/1033**

18 February 2016

Trina Schmidt
Executive Director, People and Services
Dept of Education
Level 5, 22 Main St
BLACKTOWN NSW 2148

By email: corpservicesfeedback@det.nsw.edu.au

Dear Ms Schmidt,

Re: Feedback on Proposed Corporate Services Restructure

Thank you for the opportunity to provide feedback on the proposed restructure of the Corporate Services areas of the Department of Education.

We commend your commitment to consultation, and are pleased to see that the process has commenced well in advance of a draft proposal being formulated. This gives staff a fantastic opportunity to shape the change proposal from the very beginning.

The PSA and its members would appreciate a response to the following questions and concerns:

Organisational Charts

Could we please be provided with copies of the current organisational charts for each area? This will facilitate an easier comparison between the current structure and the proposed new structure.

Could the proposed organisational charts please be amended to include an indication of:

- which roles will be newly-created under the restructure
- whether a given role is temporary or ongoing.

Do the proposed organisational charts represent the final structure, or will they be

amended further in future to create additional roles once the rollout of SAP/Finance/HR etc is expanded to the full 2000 schools?

Do the proposed Organisational charts take into account the impact of the rollout of Expense 8 (EMS), Purchasing cards, further automation, and the possibility that TAFE may seek another provider for their Financial transactional requirements (for example, SSC Parramatta)?

Finally, once the new structure is approved, will the organisational charts be updated to include the names of the staff members who have been placed in each role during the recruitment process?

Role Descriptions and Classifications

How have the grades and status (ie ongoing or temporary) of roles in the new structure been decided upon? Who has participated in the decision-making so far?

It would appear that some of the proposed role descriptions do not meet the guidelines. There are too many focus capabilities in some and essential requirements mention capabilities in others. We would like additional time to review these fully before they are given final approval, and the recruitment process begins.

Who decides and on what basis that a temporary role can be converted/changed to an ongoing role?

Are temporary staff able to request reviews of their grade, role description, and employment type?

Career Progression and Development

What training, career development, or secondment opportunities will be made available to EDConnect staff to maximise their career potential? Members report that the current systems and opportunities are ad-hoc at best, and that this would be a good opportunity to review their use.

Use of Contract Staff

Does the Department intend to continue utilising consultants and contract staff to perform work once the restructure has been concluded? Are we able to be provided with information on how much money has been spent on consultants in recent months?

Communication

Members in some areas have expressed concern that communication about the restructure has been lacking. How will the Department be keeping staff up to date about the progress of the restructure as it unfolds? Who can staff contact if they have questions

in relation to how the changes will affect their specific circumstances?

I can be contacted about this matter on 0499 799 054 or by email jmitchell@psa.asn.au.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jen Mitchell', written in a cursive style.

Jen Mitchell
Industrial Advocate