



PUBLIC SERVICE ASSOCIATION
OF NEW SOUTH WALES

General Secretary Stewart Little
President Kylie McKelvie
ABN 83 717 214 309

In reply please quote: **GS: ljm: c/n 92982**

23 October 2017

John Hubby
Deputy Secretary
Corporate Services
Family & Community Services
Locked Bag 10
STRAWBERRY HILLS NSW 2012

By email: Catherine.carvolth@fac.s.nsw.gov.au

Dear Mr Hubby,

Corporate Services Restructure - PSA concerns relating to "Strategic Sourcing" structure

This is to follow up concerns raised at the "RMP1" consultative meeting on 16 October 2017 relating to the Offices Services / Fleet and Accommodation structures (falls under "Strategic Sourcing" – copy attached).

Issues of concern based on significant changes from the initial draft structure to the final structure:

- 1) Loss of grade 1-2 and grade 3-4 Administrative Assistant roles at Liverpool
- 2) Net loss of 5 grade 1-2 Administrative Assistant/Administrative Support roles

The above coupled with the overall reduction in grade 3-4 roles raises serious concerns as to who is available at each site to manage the varied demands these roles currently perform. As stated in the consultative meeting, the timing of the new structure going live (July 2018) predates significant planned office relocations in late 2018. This would result in a very significant gap.

- 3) There have been significant loss of roles in the final structure including:
 - 1x less Site Coordinator (from 4 to 3 roles) and only 2x marked as ongoing – concerns how the occupants (based in Liverpool, Ashfield and Strawberry Hills)

will manage leave and unplanned absences, especially given the loss of the grade 3-4 roles which have traditionally directly supported these role

- 2x less Project Officer grade 7-8 Property Service roles
- 1x less Fleet Specialist grade 7-8 role
- 1x less grade 11-12 role

As stated above, the smooth running of the key Central Office sites will be put at serious risk should these reductions go ahead. Please provide the details of what work currently undertaken will cease under the new smaller structure. Based on feedback from our members, the new structure will not be able to cover the work currently undertaken by existing roles across the key Central Office locations.

Concerns over the “draft” Phase 2 pools (copy attached page 1):

- 1) The following roles have been pooled against role descriptions that do not allow a fair or appropriate matching process. The focus capabilities do not match the capabilities for the roles. As has been previously advised, those roles grouped in pools based on grade are against a single role description.
- 2) Focus capabilities are:
 - • required by an employee on day one in the role
 - • assessed in a recruitment and assessment process.
- 3) The roles include:
 - Admin Officer grade 3-4 pooled against Finance Support Officer 3-4 role with focus capability including “Finance – Intermediate”
 - Admin Officer Fleet; Assistant Project Officer; Site Coordinator; Site Coordinator Cavill; Site Coordinator Liverpool Rd; grade 5-6 pooled against Assistant Finance Officer 5-6 with focus capability including “Finance – Intermediate”.
- 4) Given the fact the roles in the final structure are not generic and as far as the Association is aware, specialist role descriptions have not been developed, what assurances can be given that the following focus capabilities in the following roles do not preclude or disadvantage those in the Phase 2 matching process.
 - a) Role descriptions in Phase 2 pool:
 - Senior Finance Officer 9-10
 - Senior Project Officer 9-10

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Corresponding roles identified in new structure:

- Senior Strategic Property Officer 9-10
- Sourcing Specialist 9-10
- Sourcing Specialist 9-10.

b)

- Finance Officer 7-8
- Project Officer 7-8.

Corresponding roles identified in new structure:

- Procurement Specialist 7-8
- Property Officer 7-8
- Fleet Specialist 7-8
- Leasing Specialist 7-8
- Strategic Property Officer 7-8.

FACS is meant to have developed capability compliant role descriptions for all roles and employees. Given the specialist nature of the roles in this structure, the Association holds the view that the generic role descriptions identified in the Phase 2 pools for matching do not match the capabilities (and focus capabilities) which reflect the work undertaken by these specialist roles. As a direct consequence the employees in this area will be significantly disadvantaged and in some cases excluded from successful matching in Phase 2 as they are unable to demonstrate that they have the focus capabilities for the roles against which they are being matched.

Given that Phase 2 is due to happen from 14 November 2017, the Association asks for an urgent response to the concerns detailed above.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'Greg Shaw', with a long horizontal line extending to the right.

Greg Shaw
for Stewart Little
General Secretary

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