

Mr Stewart Little
General Secretary
Public Service Association of NSW
GPO Box 3365
SYDNEY NSW 2001

Attn: Kris Cruden, Katy Ambler

Dear Mr Little,

I refer to your letter of 13 February 2020 (Ref: KC:cj) in which you provided comments on the proposed project support officer role.

Your feedback is appreciated and I hope that we can continue to engage constructively throughout the transition of the Centre and Regional administrative staff to new roles.

In response to the concerns that you have raised:

1. Grading of role

The draft role description has not been formally graded at this stage. Once the contents of the role description have been finalised it will be evaluated in accordance with Office of Sport policy, by a suitably qualified evaluator using the Mercer CED job evaluation methodology.

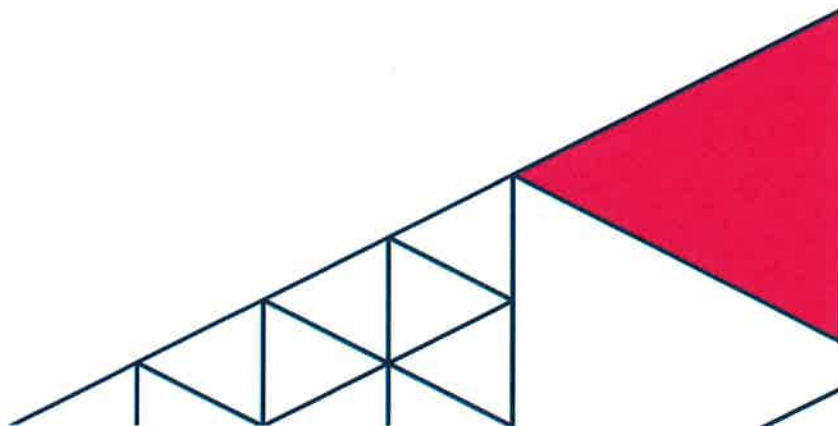
The capabilities and their respective levels are also in draft form only. The levels set for the capabilities are consistent with Public Service Commission guidance materials for the level of Clerk Grade 1/2.

Please be aware that the Office of Sport is consciously aiming to design a valuable and sustainable role at the Clerk 1/2 grade, to facilitate the reassignment of affected staff to the new roles without the need for competitive selection exercises.

The grading of the new Central Reservations role was set in accordance with Office of Sport policy via job evaluation, using the Mercer CED evaluation methodology.

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2. Role Description

Your comments are noted and will be considered. I welcome any further detailed suggestions that the Association may have.

The changes to the nature of work may be greater than appreciated by your members. The affected staff will no longer have primary responsibility for providing direct customer services to community members visiting Sport and Recreation Centres. The new roles will have a broader focus, with project support work extending to work being undertaken across the regions, not just the daily activities of the Centres.

The draft role description does not attempt to list the tasks to be performed by staff. It is expected that the mix of tasks will vary from location to location and from time to time. There does not appear to be any reason why this diversity cannot be captured within a single role description. However, I am open to suggestions about how to better define the range of duties and the accountabilities of the new role.

3. Changed reporting lines

The new roles are not tied to providing support just to a particular Centre, so managerial responsibility for these roles will be taken by their Regional Director. A functional manager will be assigned for each role by the relevant Regional Director to provide day to day direct supervision. This may be a different role from location to location depending on local factors.

4. Homebase system

The Office of Sport is constrained in providing access to the Homebase system at this time due to licencing issues.

5. Training and Development

I acknowledge that historically this group of staff have not taken up training and development opportunities and I confirm that providing support for the upskilling and career development of these staff is a priority.

6. Number of affected staff

There are 23 ongoing staff affected by the proposed change. No temporary staff are impacted.

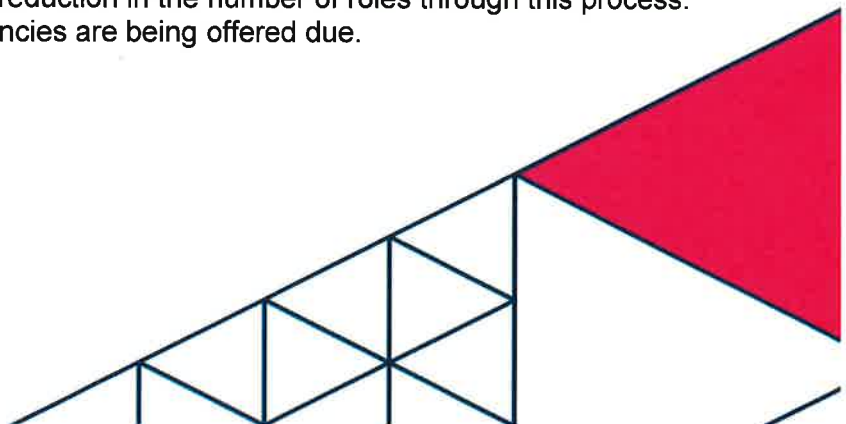
Twenty affected staff are currently classified as Clerk Grade 1/2. Three affected staff are currently classified as Clerk General Scale.

7. Change Management Process

The Office of Sport remains committed to a direct matching process for the reassignment of affected staff. Further, there is to be no reduction in the number of roles through this process. I also confirm that no voluntary redundancies are being offered due.

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I agree that further work should be done to refine the new role. I understand that our Human Resources Branch and Ms Ambler of the Association will continue to liaise directly to facilitate this consultation.

Further staff briefings will be conducted when the role description has been finalised.

Finally, I re-iterate that the constructive engagement of the PSA in consultations around the new role is seen by the Office of Sport as being of great benefit. I trust that we can continue to work together to ensure that your members have roles that are viable in the long term and that they have access to meaningful career paths.

Yours sincerely



Anne Gripper
Executive Director
Sport and Recreation Services

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