

Southern NSW Local Health District



SNSWLHD Ref: SDOC26/1420-01

Mr Gerard Hayes
 Secretary
 Health Services Union (HSU)
 Level 2, 109 Pitt Street Sydney
 NSW 2000

Email: secretary@hsu.asn.au

Medical Workforce Unit Restructure Consultation

Dear Mr Gerard Hayes,

I am writing to you regarding a proposal to restructure the Medical Workforce Unit.

This is a proposal. No decision has been made. I am advising staff of the proposal and inviting feedback. I will consider all feedback and will then advise of the decision made.

The intention of this proposal is to deliver:

- More consistent administrative processes across the district
- Stronger oversight of compliance and audit requirements
- Improved responsiveness to clinical services
- Better coordination between People and Culture, Finance and Operational areas.
- Strengthen the development, wellbeing and retention of Medical Workforce Unit staff.

A summary of the impact of this proposal includes:

Proposed positions created:

Position title	Classification	Location	FTE
Manager Medical Administration and Recruitment	HSM 4	Goulburn	1.0
Team Leader Medical Recruitment and Credentialling	HSM 2	District	1.0
Team Leader Medical Rostering	HSM 1	District	1.0
Team Leader Junior Medical Officer (JMO) Coordination	HSM 1	District	1.0
Medical Workforce Governance Partner	HSM 1	District	1.0
Senior Medical Recruitment and Credentialing Officer	AO6	District	2.0

Proposed positions removed:

Position title	Classification	Location	FTE
Manager Medical Workforce Unit	HSM 3	Goulburn	1.0
Deputy Manager Medical Workforce Unit	HSM 2	District	1.0
Team Leader Medical Administration	HSM 1	District	2.0
Project Support Officer	HSM 1	District	1.0
Medical Administration Coordinator	A06	Coastal/Inlands	2.0

Proposed changes to reporting lines:

Position title	Current line manager	Line management change
Medical Concierge Coastal	Team Leader Medical Administration Coastal	Team Leader Medical Recruitment and Credentialing.
Medical Concierge Inlands	Team Leader Medical Administration Inlands	Team Leader Medical Recruitment and Credentialing.
District Medical Recruitment Officer	Manager Medical Workforce Unit	Team Leader Medical Recruitment and Credentialing.
District Medical Recruitment Partner Coastal	Manager Medical Workforce Unit	Team Leader Medical Recruitment and Credentialing.
District Medical Recruitment Partner Inlands	Manager Medical Workforce Unit	Team Leader Medical Recruitment and Credentialing.
Medical Administration Officer Coastal	Team Leader Medical Administration Coastal	Team Leader Medical Rostering
Medical Administration Officer Inlands	Team Leader Medical Administration Inlands	Team Leader Medical Rostering
District Medical Rostering and Finance Officer	Manager Medical Workforce Unit	Team Leader Medical Rostering
Junior Medical Officer Coordinator Coastal	Manager Medical Workforce Unit	Team Leader JMO Coordination
Junior Medical Officer Coordinators Inlands	Manager Medical Workforce Unit	Team Leader JMO Coordination
Australian Primary Care Prevocational Project Officer	Manager Medical Workforce Unit	Team Leader JMO Coordination

I have enclosed a copy of the current and proposed organisational structure.

I have also enclosed a copy of the communication sent to all staff.

Any staff member affected by these proposed changes will be managed in line with NSW Health Policy Directive: Managing Excess Staff of the NSW Health Service.

Where new positions are advertised, internal staff would be able to apply.

Tasha Lutz Director Medical Workforce Unit will hold two virtual meetings where there will be an opportunity to ask questions and provide feedback on the proposal. Meetings will be held:

Date	Time	Location
26 February 2026	2pm – 2.50pm	Click here to access meeting
2 March 2026	9am-9.5am	Click here to access meeting

If you would like to provide written feedback on this proposal, please email Claire Dutailis Senior People and Culture Partner via Claire.Dutailis@health.nsw.gov.au by Friday 6 March 2026.

I look forward to your feedback and will provide a response to feedback and decision by Wednesday 11 March 2026.

Yours sincerely,



Tasha Lutz

Director Medical Workforce Unit, Southern NSW Local Health District.

23 February 2026

Attachments: Letter to all staff
Proposal – Medical Workforce Unit restructure
Current and proposed organisational charts
Current and proposed position descriptions