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**Re: Medical Workforce Unit restructure consultation**

Dear staff,

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 inviting feedback on the proposal. I will consider all feedback before making a decision and will then advise of the decision made.

The Health Services Union will also be provided with this information.

**Why is this proposal being made?**

An initial review of governance processes within the Medical Workforce Unit, combined with consultation with team members and Senior Executive Leadership, has highlighted significant governance issues and a lack of clarity regarding roles and responsibilities within the unit. To address these issues, the following changes are proposed:

1. Reclassification for Strategic Leadership
2. Role and Responsibility Redesign
3. Unit Renaming

The proposed restructure aims 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.

**How would this proposal impact 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    | AO6            | 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                      |

| Position title  | Current line manager           | Line management change        |
|---|--------------------------------|-------------------------------|
| 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  |

The current and proposed organisation structure is attached.

Copy of proposed positions descriptions (PD's) is also attached.

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.

## How do staff provide feedback on the proposal?

### 1. Attend a meeting

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 | <a href="#">Click here to access meeting</a> |
| 2 March 2026     | 9am-9.5am    | <a href="#">Click here to access meeting</a> |

If staff are not rostered on duty at the time of the meeting, you will be paid 1 HOUR as Time in Lieu if you choose to attend. This will be reflected in Health Roster.

### 2. Provide written feedback

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](mailto: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