

**WITHOUT PREJUDICE**  
**THE UNIVERSITY OF NEWCASTLE**  
**ORGANISATIONAL CHANGE CONSULTATION PAPER**  
**FACULTY OF SCIENCE**  
**SCHOOL OF ENVIRONMENTAL AND LIFE SCIENCES**

**CONTENTS**

**1.0 BACKGROUND AND STRATEGIC CONTEXT**

**2.0 RATIONALE AND REQUIREMENT FOR CHANGE**

**3.0 CONSULTATION PROCESS**

**4.0 MEANS AND TIMEFRAME FOR CHANGE**

**5.0 IDENTIFICATION OF IMPACT**

5.1 Summary of Proposed Changes

**6.0 FINANCIAL IMPLICATIONS**

**7.0 STAFFING AND TRAINING IMPLICATIONS**

7.1 HR/ER Issues

7.2 Training and Development

7.3 Staffing the Structure

**8.0 OTHER MEASURES AND CONSIDERATIONS**

8.1 Workload

8.2 Equity and Diversity

8.3 Health and Safety

**9.0 IMPLEMENTATION PLAN**

**10.0 POST-IMPLEMENTATION REVIEW**

**ATTACHMENTS**

- A Current School of Environmental and Life Sciences Organisational Chart
- B Current School of Environmental and Life Sciences Organisational Chart showing affected positions (shaded dark blue)
- C Proposed School of Environmental and Life Sciences Organisational Chart showing new positions (shaded yellow)
- D Summary of Affected Positions/ Index of New Positions
- E Managing Organisational Change Guideline

## **1.0 BACKGROUND AND STRATEGIC CONTEXT**

The University of Newcastle has recently released its new strategic plan for 2020-2025, Looking Ahead. The plan makes very clear that the institution is ‘a University of our regions and for our regions’ and it was developed through extensive consultation with internal and external stakeholders.

Several strategic priorities emerged from the consultation, including:

- The need to provide leadership on issues that impact the University’s communities, including balancing land use and climate change
- The expectation that the University will take a leadership position on environmental sustainability
- The need to address global challenges and opportunities such as delivering on the United Nations Sustainable Development Goals.

These issues are particularly timely given the climate emergency that affected most of Australia in 2019/2020. NSW experienced its warmest and driest year on record in 2019, with widespread drought and heatwaves, accompanied by severe bushfires that continued into early 2020. These phenomena will increase as the planet continues to warm and climate change *adaptation* will be the key focus of much applied science over the next decades.

In the context of this ongoing climate emergency and the University’s strategic plan, the School of Environmental and Life Sciences (SELS) has the opportunity to shift the emphasis of its Earth Sciences discipline to focus on climate change adaptation while retaining breadth in Earth Sciences. This emphasis will complement work done in the discipline of Environmental Science and Management which is primarily focused on Marine and Terrestrial Ecology, and Ecotoxicology. It also complements research and teaching in the discipline of Geography and Environmental Studies that addresses Environmental Sustainability, Ethics, and Development.

As part of this change in emphasis, SELS will launch a new Bachelor of Climate Science and Adaptation in 2021. This will be the first undergraduate program in Australia with ‘climate’ in its name, a great coup for the University. This program will initially be made up of existing courses in the School, with new ones added aligned to the expertise of proposed new academic positions. The School will also modify the Earth Sciences major to focus on student employability in a wide range of industries, and will offer a new graduate certificate in Spatial Information Science.

## **2.0 RATIONALE AND REQUIREMENT FOR CHANGE**

The Geology major in the Bachelor of Science requires completion of 120 units, including 100 units of compulsory courses with 40 units at 2000 level and a further 40 units at 3000 level. Of the four 2000 level courses that are compulsory in the Geology major, only one – GEOS2080 (Earth Sciences Field Trip) is compulsory in any other program or major. None of the four 3000 level courses required in the Geology major are compulsory in any program or major.

The Geology major attracts small numbers of students. At present, the major has 11 students and, as shown in Table 1 below, none of the 3000 level courses required for the major have had more than 20 student enrolments in the past 4 years. In addition, student numbers in

compulsory courses in second year, as shown in Table 2 below, do not indicate that these numbers can be expected to increase.

In contrast, Geoscience based engineering at the University of Newcastle is strong with enrolments of > 80 students in second year Geomechanics (CIVL2282) and > 100 in third year (CIVL3280). Academics in the Faculty of Engineering and Built Environment also lead the University's Priority Research Centre for Geotechnical Science and Engineering and the ARC Centre of Excellence in Enabling Eco-Efficient Beneficiation of Minerals.

Academic Year	2014	2015	2016	2017	2018	2019
GEOS3110	32	34	13	13	14	14
GEOS3160	44	33	19	17	11	15
GEOS3170	33	28	20	9	12	14
GEOS3330	22	14	10	13	12	14

Table 1: Student enrolments in third year courses required for the Geology major.

Academic Year	2014	2015	2016	2017	2018	2019
GEOS2080	82	54	38	23	41	29
GEOS2170	55	37	36	15	30	25
GEOS2190	39	22	24	10	15	11
GEOS2200	38	30	24	11	19	16

Table 2: Student enrolments in second year courses required for the Geology major. Numbers are higher than for the third year courses as some of these are taken as electives by students in other majors/programs.

Based on these student numbers, the University has made a decision to discontinue the Geology major and seven of its compulsory courses. GEOS3260 will also be discontinued; this course has been offered every few years and consistently has had very low student numbers (8 in 2019). The field Geoscience course (GEOS2080) will be retained but it will be revised to cover a wider breadth of Earth Science topics.

In addition to Geology, the discipline of Earth Sciences currently offers an Earth Science major and this will be retained and strengthened. It should be noted that the University of Newcastle will not be the first institution in Australia to only offer an Earth Science major; for instance three Go8 universities – all ranked in the ARWU top 75 for Earth Sciences – do not offer Geology majors.

Basic Geology will continue to be taught in two first year courses and in the revised field course; these will be compulsory in the updated Earth Science major. In addition, students in this major will be required to take two courses in Spatial Science. This skill set, combined with additional courses in Earth Sciences, will equip these graduates for a wide range of careers including the resources industry, mining remediation, planning, water resource management, and policy.

It is envisaged that the new Bachelor of Climate Science and Adaptation will become the flagship program of the discipline of Earth Sciences. Current expertise on the effects of climate change as well as surface and near surface processes will be expanded with proposed new positions in Hydrogeology, Spatial Science, and Synoptic Climatology. These positions will significantly enhance our expertise in Climate Change Adaptation and Earth Sciences which

will enable the University of Newcastle to provide leadership in these areas locally, nationally, and globally – in line with its strategic objectives.

### 3.0 CONSULTATION PROCESS

The Head of School, School of Environmental and Life Sciences presented an overview of this Consultation Paper to Earth Sciences discipline staff on 13 July 2020 including information on the proposed new organisational structure for the School of Environmental and Life Sciences.

Following the staff forum, all School of Environmental and Life Sciences staff received an electronic copy of the Consultation Paper and supporting documents including copies of Position Descriptions for the proposed new positions. An electronic copy of the Consultation Paper will also be uploaded to the University’s intranet site for all staff to access.

Staff members or groups of staff members are encouraged to provide a submission responding to any detail of the proposed change. The proposed timeframe for receiving and considering submissions prior to finalising the Proposal Paper is outlined in the table in Section 4.0 below. Staff are advised to forward submissions to Employee Relations (Ruth Hartmann, 4921 7288, [Ruth.Hartmann@newcastle.edu.au](mailto:Ruth.Hartmann@newcastle.edu.au)).

Each (de-identified) submission will be considered by a meeting of the Staff Consultative Committee and management representatives prior to a Proposal Paper being developed.

Further consultation will be undertaken as part of the regular staff updates and where requested, HR Services staff, the Head of School, and the Associate Director Faculty Services will meet with affected staff, either individually or in a group, to further discuss the Consultation Paper.

### 4.0 MEANS AND TIMEFRAME FOR CHANGE

The indicative timeframe for this change is as follows:

Date	Event
13 July 2020	Staff forum for Earth Sciences discipline staff and Union representatives to present the Consultation Paper  Consultation paper will be distributed to School of Environmental and Life Sciences staff and made available to all other staff and the Unions on the University's intranet
13 July to 27 July 2020	Period for open discussion with staff, the University and Unions
COB 27 July 2020	Final written submissions received from staff and Unions
3 August 2020 - TBC	The Staff Consultative Committee meets to consider the Consultation Paper and comment on submissions received, the process of consultation and, make recommendations
6 August 2010 - TBC	Staff forum for Earth Sciences discipline staff and Union representatives to present the Proposal paper

	Proposal paper distributed to School of Environmental and Life Sciences staff and made available to other staff and the Unions on the University's intranet
Following Staff Forum	Proposal paper and any recommendations forwarded to the Vice-Chancellor for consideration and determination
Subject to Vice-Chancellor approval	Implementation commences
Within 6 to 12 months of Proposal Paper implementation	Post-implementation review appropriate to the change.

## 5.0 IDENTIFICATION OF IMPACT

The Geology major will be discontinued along with eight courses associated with it:

GEOS 2170	Minerals and Magmas
GEOS 2190	Structural Geology
GEOS 2200	Earth's Sedimentary Rocks & Environments
GEOS 3110	Igneous Petrology & Crustal Evolution
GEOS 3160	Energy Resources
GEOS 3170	Resource & Exploration Geology
GEOS 3260	Carbonates Environments Field Course
GEOS 3330	Tectonics

This change in program is likely to result in the disestablishment of 4.5 FTE Academic and 1.6 Professional staff positions associated with the Geology major. It is proposed that 4.0 continuing FTE, and 1 fixed term 0.5 FTE existing Academic positions will be retained. In addition, 3 new Academic level B positions will be established to contribute to the revised Earth Science major, the program on Climate Science and Adaptation, and the graduate certificate in Spatial Information Science. One new HEW 4 Professional staff position will be established to support administrative functions across the School.

In detail, the positions proposed to be disestablished are:

- One x level E Academic teaching into the Geology major
- Two x level C Academic teaching into the Geology major
- Two (1.5 FTE) x level B Academic teaching into the Geology major
- One x HEW 7 Technical Officer that primarily supports the Geology major and its academic staff
- One (0.6FTE) x HEW 5 Technical Officer that primarily supports the Geology major and its academic staff.

The positions proposed to be retained are:

- Two x level D Academic teaching into the Earth Science major and the new program in Climate Change Adaptation

- Two x level C Academic teaching into the Earth Science major, the new program in Climate Change Adaptation, and the new program in Spatial Science
- One (0.5 FTE) x level A Academic teaching into the Earth Science major and the new program in Spatial Science.

The proposed new positions are:

- One x level B Academic with expertise in Hydrogeology
- One x level B Academic with expertise in Synoptic Climatology
- One x level B Academic with expertise in Spatial Information Science
- One x HEW 4 Administrative Assistant.

### 5.1 Summary of Proposed Changes

Details of the proposed changes are outlined in the table below:

Academic Level	Existing (Total FTE)	Existing Fixed Terms	Proposed (Total FTE)	Proposed Fixed Terms	Variance
<b>A</b>		0.5		0.5	0
<b>B</b>	1.5		3.0		+1.5
<b>C</b>	4.0		2.0		-2.0
<b>D</b>	2.0		2.0		0
<b>E</b>	1.0		0.0		-1.0
<b>Total</b>	<b>8.5</b>	<b>0.5</b>	<b>7.0</b>	<b>0.5</b>	<b>-1.5</b>
<b>Professional Staff Level</b>					
<b>Hew 1</b>					
<b>Hew 2</b>					
<b>Hew 3</b>					
<b>Hew 4</b>			1.0		+1.0
<b>Hew 5</b>	0.3	0.3	0.0		-0.6
<b>Hew 6</b>					
<b>Hew 7</b>	1.0		0.0		-1.0
<b>Hew 8</b>					
<b>Hew 9</b>					
<b>Hew 10</b>					
<b>Total</b>	<b>1.6</b>		<b>1.0</b>		<b>-0.6</b>

### 6.0 FINANCIAL IMPLICATIONS

The financial implications expected as a consequence of this consultation paper have been considered in relation to the existing budget and forward budget projections.

The University recognises that significant organisational change requires resources and support, and provision has been made for outplacement services and redundancies that may be required throughout the process.

## **7.0 STAFFING AND TRAINING IMPLICATIONS**

### **7.1 HR/ER Issues**

The organisational change process will be carried out in accordance with the University of Newcastle Academic Staff and Teachers Enterprise Agreement 2018 and the University of Newcastle Professional Staff Enterprise Agreement 2018 and, the principles of procedural fairness, equity and diversity, and workplace change. Appropriate support services will be made available including Human Resources support, financial planning advice, superannuation information, and confidential counselling as required. Details in relation to these services for staff and supervisors and details of other processes are provided in Attachment E – Managing Organisational Change Guideline.

### **7.2 Training and Development**

Staff development resources will be available during the change process. Individual development needs will be assessed on a one-on-one basis through PRD discussions, which will inform broader development needs across the Unit.

### **7.3 Staffing the Structure**

In general terms, the new structure will be staffed with reference to the following general principles:

#### *General principles*

- i. Positions that are both affected and not affected are clearly identified in the attached organisational charts, along with any new positions.
- ii. Wherever possible, the placement of existing staff will be given priority.
- iii. Where it is determined that a competitive selection process is required to fill a position/s, the following will apply:

#### Academic:

For new Level B Academic positions, an internal Expression of Interest (EOI) process will be conducted for eligible staff members within the Earth Sciences discipline of the School of Environmental and Life Sciences. Staff members will be asked to provide a short statement demonstrating how their skills and experience are appropriate to the role, as well as how they meet the behavioural competencies outlined in the UON Leadership Framework. Staff members may then be asked to attend a short interview to further determine suitability for the position. Fixed-term staff, agency staff and casual staff will be excluded from the EOI process.

Where the skills and experience required by a new position are deemed not available within the skillset of existing staff, a full external recruitment process will be conducted with the new position advertised in the external market. Applicants will be required to submit a statement addressing the selection criteria and, if shortlisted, attend a full panel interview. All continuing, fixed-term and casual staff will be eligible to apply.

In each of the above cases, all affected staff members will be eligible to apply.

#### Professional:

For the new HEW 4 Administrative Assistant position, an internal Expression of Interest (EOI) process will be conducted for eligible staff members within the School of

Environmental and Life Sciences. Staff members will be asked to provide a short statement demonstrating how their skills and experience are appropriate to the role, as well as how they meet the behavioural competencies outlined in the UON Leadership Framework. Staff members may then be asked to attend a short interview to further determine suitability for the position. Fixed-term staff, agency staff and casual staff will be excluded from the EOI process.

Should the new position remains unfilled following the above EOI process, the position will be advertised across the University prior to external recruitment. All continuing, fixed-term and casual staff will be eligible to apply.

In each of the above cases, all affected staff members will be eligible to apply.

- iv. Staff members with continuing positions at the University who are not placed or transferred will be declared detached and notified of arrangements relating to detached staff (as per the relevant clauses of the Enterprise Agreement) including:
  - (a) accepting a Voluntary Separation Package; or
  - (b) seeking redeployment within the University; or
  - (c) seeking employment outside the University
- v. Staff members with fixed-term contract positions at the University who are not placed or transferred will be paid entitlements in accordance with the provisions of the Enterprise Agreement.
- vi. Staff members who wish to express interest in voluntary separation may do so by contacting the Faculty's HR Business Partner. Requests for voluntary separation are not guaranteed but will be considered on an individual basis based on future work requirements.

## **8.0 OTHER MEASURES AND CONSIDERATIONS**

### **8.1 Workload**

Workload and hours of work will continue to be consistent with the University of Newcastle Enterprise Agreements. Monitoring of workloads will continue throughout the change process. Appeals in relation to excessive workload should be made to respective line managers in the first instance. Should concerns continue, these should be directed to the Chief People and Culture Officer.

### **8.2 Equity and Diversity**

The following processes will be adopted to ensure that the principles relating to equity and diversity have been followed and that there will be no adverse impact on priority groupings:

- Equity issues will be considered, expert advice will be sought and, where possible, appropriate consultation with stakeholders will take place prior to finalising decisions and recommendations.
- The composition of decision-making bodies will reflect an appropriate gender balance.
- Managers of areas involved in organisational change management will have the opportunity to obtain expert assistance in dealing with difficult aspects of the change process.

- The University will make every effort to offer staff in positions that are no longer required an equitable range of options.
- Every attempt will be made to provide remaining staff with work which utilises their existing skills and which will be no less satisfying than their current work.
- Change will not result in discrimination against women or members of other equity target groups in terms of their employment, career or developmental opportunities.
- Equitable but not necessarily equal access will be provided to training and development. These opportunities will be prioritised to ensure implementation of the proposal.
- Maintaining flexibility of employment will be taken into consideration.

### **8.3 Health and Safety**

The University recognises that people experience stress associated with organisational change processes. The key control strategies to minimise this risk are as follows:

- Dissemination of timely, clear and regular information
- Providing information on accessibility of EAP/internal counselling services
- Implementing changes as quickly as possible
- Ensuring training needs are identified and that training is scheduled and conducted as required
- Providing employees with clear communication paths to address any issues
- Identifying needs and how they can best meet those needs with resources
- Providing Human Resources support, and
- Referring staff to Discover for training relating to internal grief, change and loss.

### **9.0 IMPLEMENTATION PLAN**

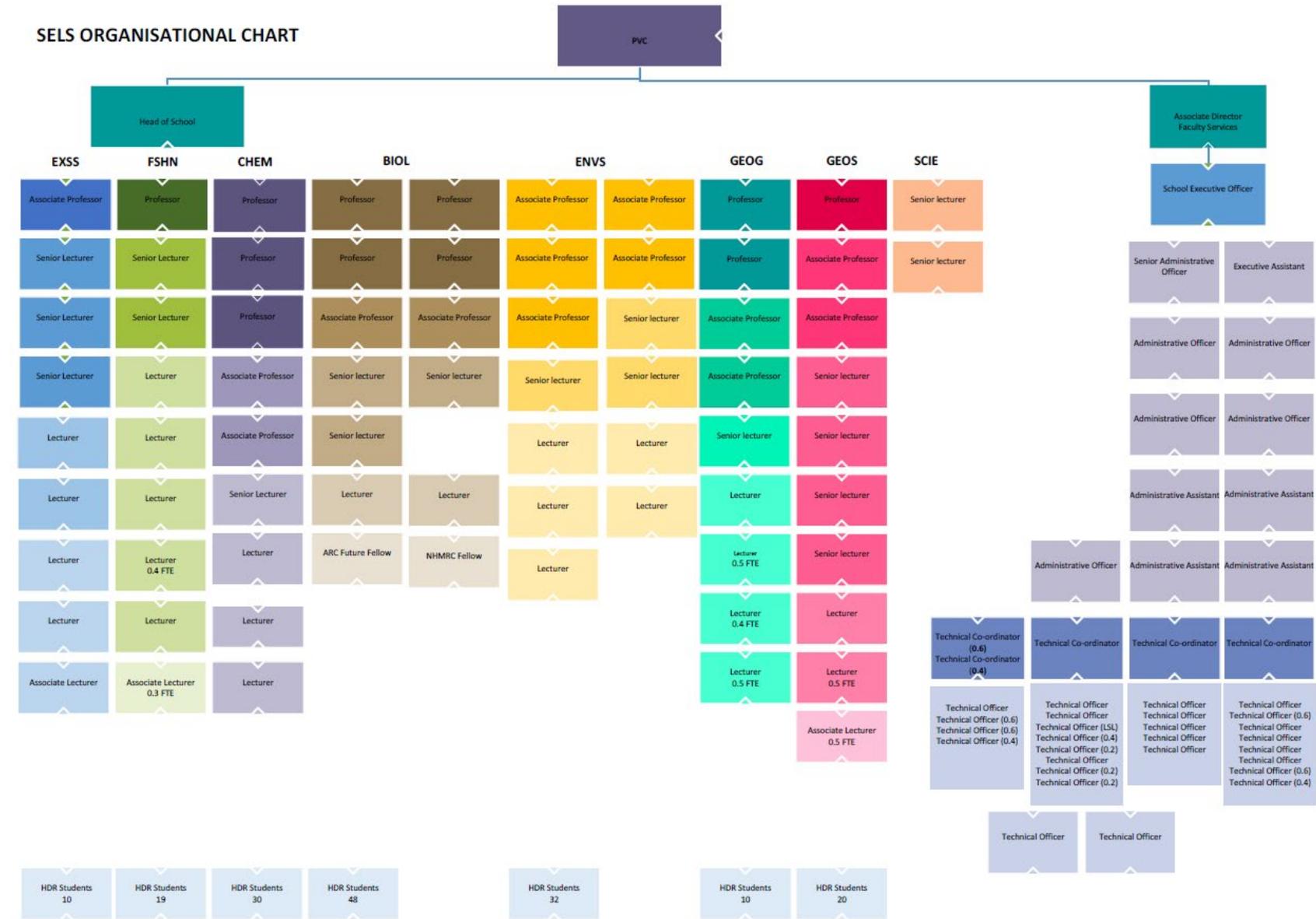
Once the Vice-Chancellor considers and approves the proposal, the following implementation actions will occur:

- All staff will be informed of the implementation timeframe
- Staffing the structure will commence
- Staff members excess to requirement will be notified
- The Chief People and Culture Officer or delegate will assist affected staff to work through available options, particularly those relating to the Enterprise Agreements such as:
  - a) seeking a Voluntary Separation Package
  - b) seeking redeployment assistance
  - c) seeking outplacement/career transition assistance
  - d) seeking to apply other provisions of the Enterprise Agreements such as secondment, transfer, pre-retirement contracts, etc.

### **10.0 POST-IMPLEMENTATION REVIEW**

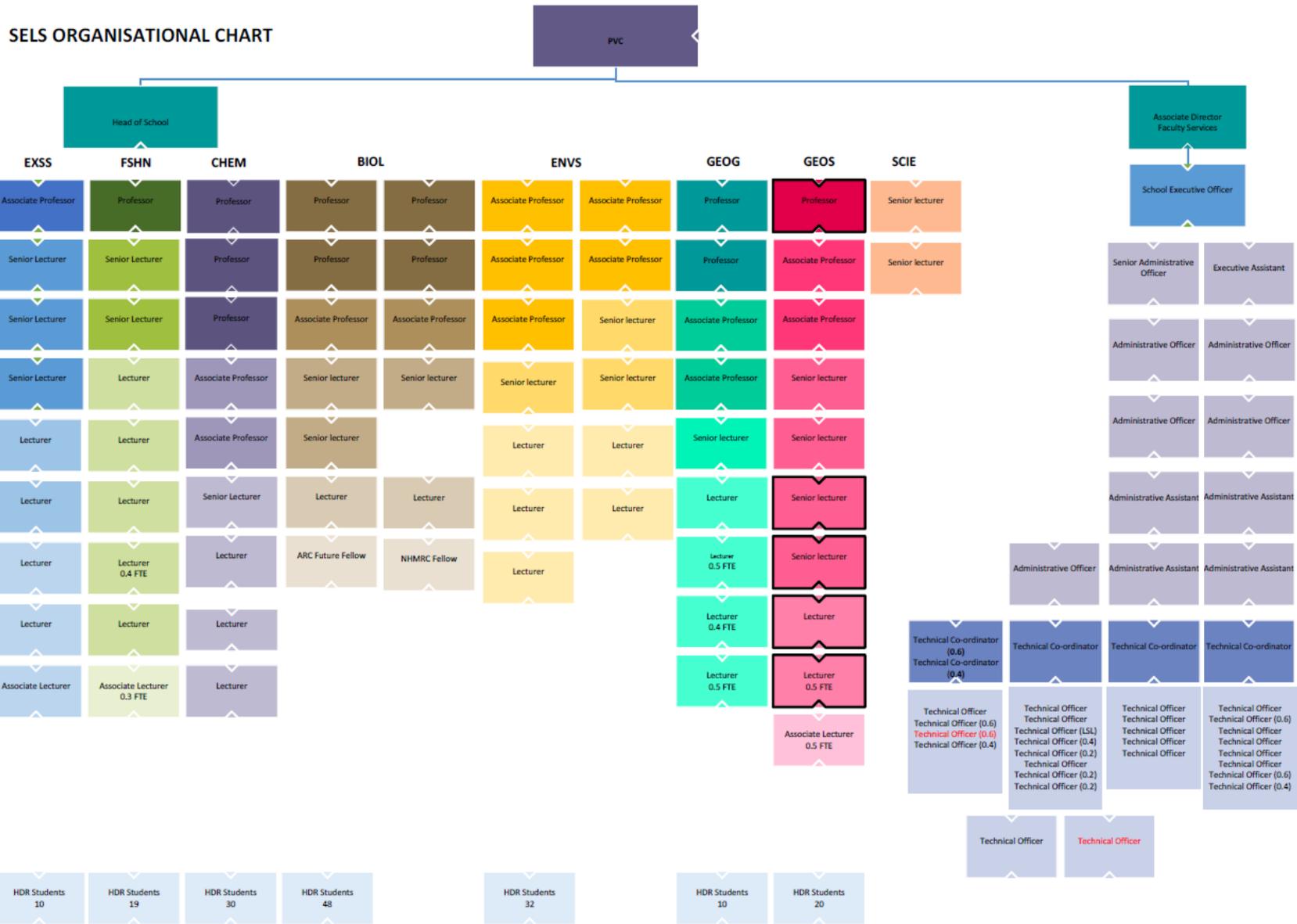
A review appropriate to the change will be conducted within 6-12 months of the Proposal paper implementation. Staff from the area directly impacted by the change will have the opportunity to participate in the review. The review findings will be discussed at a Staff Consultative Committee meeting as well as with the affected area.

# ATTACHMENT A - Current Faculty of Science, School of Environmental and Life Sciences Structure



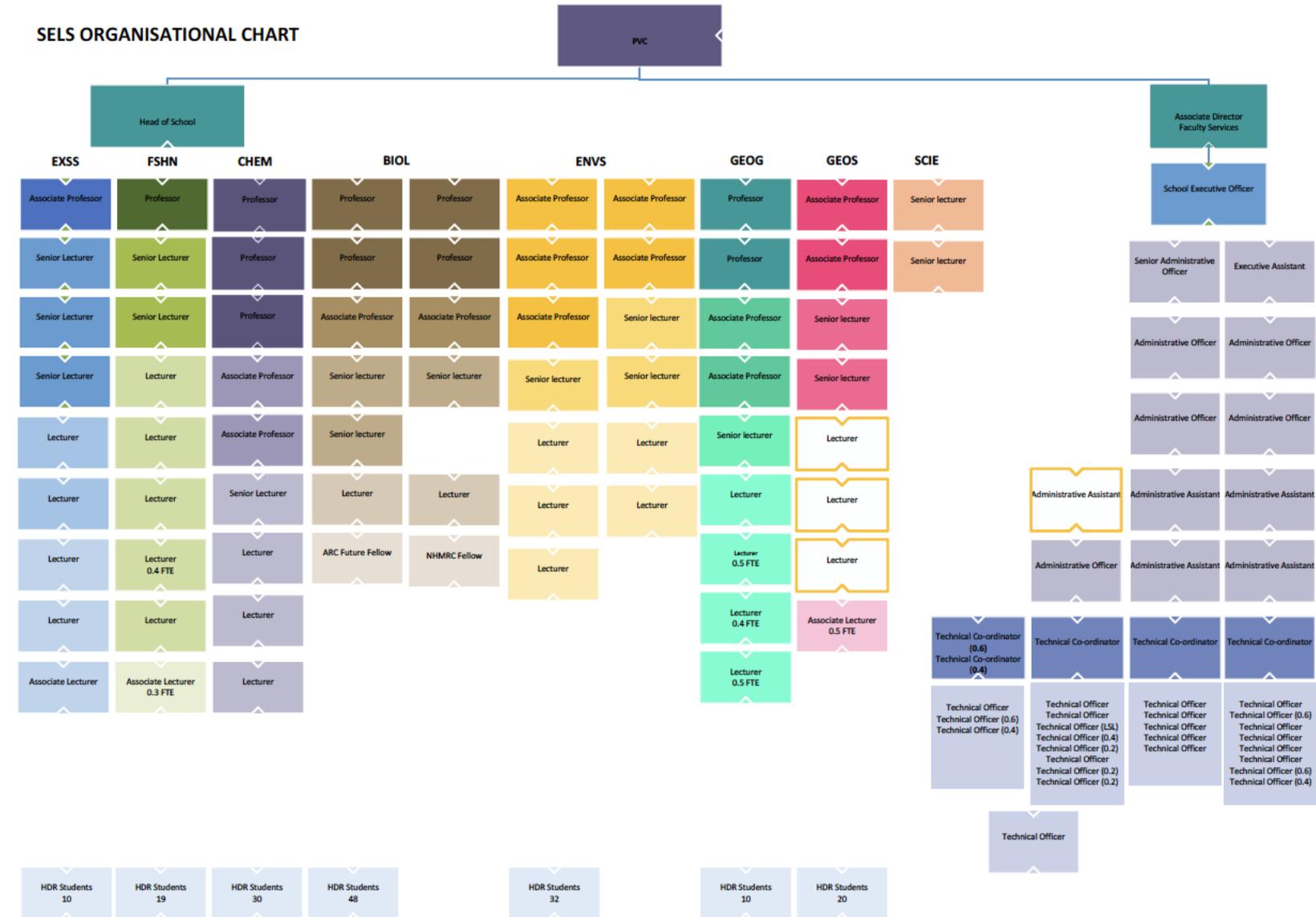
S:\Admin\HOS\Organisation Chart

# ATTACHMENT B - Current Faculty of Science, School of Environmental and Life Sciences Structure highlighting affected positions



oogle Chrome

# ATTACHMENT C - Proposed Organisational Structure – Faculty of Science, School of Environment and Life Sciences



S:\Admin\HOS\Organisation Chart

## ATTACHMENT D – Summary of Affected Positions and Index of New Positions

### Affected Positions

Level	Position	FTE
HEW 5	Technical Officer	-0.6
HEW 7	Technical Officer	-1.0
B	Lecturer, Geology	-1.5
C	Senior Lecturer, Geology	-2.0
E	Professor, Geology	-1.0
	<b>Total</b>	<b>-6.1</b>

### Index of New Positions

Lecturer, Level B – Hydrogeology, School of Environmental and Life Sciences

Lecturer, Level B – Spatial Information Science, School of Environmental and Life Sciences

Lecturer, Level B – Synoptic Climatology, School of Environmental and Life Sciences

HEW Level 4 - Administrative Assistant– School of Environmental and Life Sciences

## **ATTACHMENT E**

### **MANAGING ORGANISATIONAL CHANGE GUIDELINE**

#### **TABLE OF CONTENTS**

1. Introduction
2. Principles
3. Consultative Approach
4. Staffing the Structure
5. Other Processes
6. Support Staff and Services

## 1. Introduction

This Guideline outlines the processes to be followed:

- to implement change
- to assist staff
- details of support staff and services

## 2. Principles

The University will apply the principles and processes contained in the University of Newcastle Professional Staff Enterprise Agreement 2018 and the University of Newcastle Academic Staff and Teachers Enterprise Agreement 2018, and the principles of sound management of workplace change. Copies of the Enterprise Agreements are available at: <https://www.newcastle.edu.au/current-staff/working-here/benefits-and-conditions/enterprise-agreements>

## 3. Consultative Approach

A consultative approach to staffing the new structure will include:

- the conduct of Staff forums and one to one meetings with individual staff
- Human Resource Services contacts being available for advice and assistance
- an opportunity for the Staff Consultative Committee to comment on the process of consultation that has occurred and make recommendations
- Provision of a copy of this Consultation Paper on the University intranet at <https://www.newcastle.edu.au/current-staff/working-here/benefits-and-conditions/enterprise-agreements/organisational-change> and in current copies of “In the Loop” which is published fortnightly at: <https://www.newcastle.edu.au/newsroom>

## 4. Staffing the Structure

General Staffing Principles – refer to page 10 of this Consultation Paper.

### 5. Other Processes

#### (i) Natural Attrition (Turnover)

Natural attrition may be used to mitigate the need for redundancies.

#### (ii) Voluntary Separations

Staff may express interest in being considered for voluntary separation (redundancy) packages. These may be approved where alignment to business need exists.

#### (iii) Redeployment

Where a position is identified as no longer being required the staff member may be offered redeployment and redundancy. Reasonable time release will be provided for staff to attend interviews and training courses.

#### (iv) Seek employment outside the University and Career Development Support

Professional Staff - In accordance with Clauses 23.1.3 (iii) by electing to remain as a detached staff member for a period of up to 8 weeks, commencing at the date of detachment. The staff member will be provided with support, including a career development program in accordance with Clause 23.3.8 of the Professional Staff Enterprise Agreement 2018.

Academic Staff - In accordance with Clause 52.1.3 (ii) by electing to remain as a detached staff member for a period of up to 52 weeks, commencing at the date of detachment. The staff member will be provided with support, including a career development program in accordance with Clause 52.3 of the Academic and Teachers Staff Enterprise Agreement 2018.

Staff members electing this option will be offered an externally sourced program, which will include:

- career planning;
- job search plan/ skills, including resume development and interview skills;
- job search assistance;
- personal counselling; and
- financial planning.

The career development program and the associated costs will be approved by the Chief People and Culture Officer prior to implementation.

(iv) Job Redesign

Job Redesign will be used to facilitate change where possible, in particular the creation of work systems that promote efficiency and productivity and maximise the opportunities for staff to contribute in the achievement of the University's objectives.

(v) Training and Development

Training will be provided within the limit of resources available and facilitated by:

- (a) Performance Review and Development process
- (b) Implementation of the Proposal

(vi) Pre-Retirement Contracts

These will be considered on a case-by-case basis where alignment of the individual staff member's needs and the business needs exists including a cost benefit to the University.

(vii) The Use of Leave Entitlements by Agreement

Staff are encouraged to utilise current Annual and Long Service Leave entitlements in consultation with their Manager. This may assist in mitigating the need for forced redundancies.

(viii) Secondment

Secondment will be considered, however, opportunities may be limited and there must be an appropriate skill match.

(ix) Transfer and Relocation

Will be considered, however opportunities may be limited and there must be an appropriate skill match.

(x) The Ability to Use Leave Entitlements Combined with Part-Time Employment

The option to take leave entitlements combined with part-time employment may be available according to business need.

## **6. Support Staff and Services**

### **Human Resource Services**

Human Resource Services will facilitate many of these processes by providing advice and support to staff and supervisors. The following staff members are available to assist you:

Lisa Fairlie - Human Resource Business Partner

Phone: 4921 8762

Email: [Lisa.fairlie@newcastle.edu.au](mailto:Lisa.fairlie@newcastle.edu.au)

Mark Kelly – Associate Director, Human Resource Services

Phone: 4913 8030

Email: [Mark.Kelly@newcastle.edu.au](mailto:Mark.Kelly@newcastle.edu.au)

### **Financial Assistance**

The University cannot directly provide financial advice. Where an individual is declared detached, the University will offer financial assistance and advice up to the value of \$500, through a licenced Financial Planner. Staff are encouraged to contact their HR Business Partner to discuss details.

### **Superannuation Information**

You are encouraged to seek assistance with superannuation matters from your superannuation fund. UniSuper member contacts are:

- Andrew Syarief, our Super Consultant for general advice.  
Make a booking to meet with Andrew at:  
<https://www.gobookings.com/au/clients/directory/>
- Greg Elias, Adrian Fodera and Matt Werakso our Select Advisers for tailored advice on your individual circumstances.  
To make an appointment please call **1800 UADVICE** (1800 823 842) or email [advice@unisuper.com.au](mailto:advice@unisuper.com.au)

Further information on UniSuper Services can be found at:

<https://www.unisuper.com.au/employers/universities/the-university-of-newcastle>

<http://www.unisuper.com.au/learning-centre/calculators-and-tools>

You may also wish to contact David Pleasance, Manager, Remuneration and Benefits Team on phone: 4921 5299 or via email at [David.Pleasance@newcastle.edu.au](mailto:David.Pleasance@newcastle.edu.au).

### **Resume Writing and interview skills, or Exit Assistance**

Resume Building and Interview skills workshop as well as career skills self-directed learning resources are available for staff.

For any additional support, please contact your HR Business Partner, Lisa Fairlie on 4921 8762.

### **Wellness support**

A Resilience Through Change workshop will be made available.

## **Counselling Providers**

Staff who require additional support to adjust to new circumstances or the prospect of new circumstances are encouraged to contact the University's Employee Assistance Program provider.

## **The University's Employee Assistance Program**

newpsych – Phone: 02 4926 5005 or [www.newpsych.com.au](http://www.newpsych.com.au)

## **Chaplaincy**

Details of the University Chaplaincy Centre are available at <http://www.newcastle.edu.au/services/chaplaincy/chaplaincy.html>

## **NTEU contact details:**

National Tertiary Education Union (NTEU) - Ph: 4921 6870  
Industrial Officer: Samantha Ramsay – Ph: 02 8066 6600 or email [sramsay@nteu.org.au](mailto:sramsay@nteu.org.au)  
Branch Organiser: Jenny Whittard ([newcastle@nteu.org.au](mailto:newcastle@nteu.org.au))

Academic Staff Representative:  
Terrence Summers Ph: 4921 6106  
Professional Staff Representative:  
Emma Joel Ph: 4349 4828

## **CPSU contact details:**

Community Public Sector Union (CPSU) - Ph: 1300 772 679  
Industrial Officer: Lisa Nelson ([lnelson@psa.asn.au](mailto:lnelson@psa.asn.au))  
Organiser: Ian Braithwaite ([IBraithwaite@psa.asn.au](mailto:IBraithwaite@psa.asn.au))

CPSU Professional Staff Representative:  
Sue Freeman – Ph: 4921 5929