

Melissa Collins

melissa.collins@health.nsw.gov.au

EMPLOYMENT HISTORY

NSW Ministry of Health

February 2024 – Current **Acting Executive Director, Workplace Relations**

Responsibilities:

- Lead industrial relations, general workforce and policy matters across the NSW Health.
- Management of Workplace Relations Branch and Executive Staff.

January 2019 – February 2024 **Director, Industrial Relations (Medical) and HR Policy**

Responsibilities:

- Lead state-wide industrial relations matters concerning medical officers including Staff Specialists and matters of human resource policy across the NSW Health System.
- Management of 12 employees in the team.

Northern Sydney Local Health District (NSLHD)

January 2016 – January 2019 **Deputy Director Workforce – HR Business Partners**

Responsibilities:

- Lead the industrial relations and human resources strategy and function for NSLHD Lead industrial negotiations and disputes including representing NSLHD in the Industrial Relations Commission and other tribunals.
- Lead implementation of new Ministry of Health policies and Award changes at District level.
- Management of 20 employees in the human resources Team.

Achievements:

- Management of the transfer for staff from Manly and Mona Vale hospitals to the private Northern Beaches Hospital and redeployment of over 200 staff.
- Decrease in industrial disputation across the District following a year in the position Finalisation of complex long standing unfair dismissal case and discrimination case in the NSW Civil and Administrative Tribunal.

January 2015 – December 2015

Human Resources Manager Royal North Hospital

Responsibilities:

- Management of the human resources function for Royal North Shore and Ryde Hospitals.
- Represent Royal North Shore Hospital in the Industrial Relations Commission
- Direct line management of the Human Resources Team.

Achievements:

- Development of a business partnership relationship with the Divisional Executive Teams.
- Successful implementation, significant increased response rate and engagement outcomes from the NSW Health YourSay survey.
- Development of culture improvement activities across RNS and Ryde including employee of the month, workforce culture committee and

February 2013 – December 2014

Manager Workplace Relations and Policy

Responsibilities:

- Provision of expert industrial and Human Resources advice to the Workforce Directorate, Senior Managers and Executive Leadership team within NSLHD, ensuring the organisation meets its regulatory and Award requirements.
- Management of industrial consultation with health unions for District wide issues, including the NSLHD Joint Consultative Committee.
- Creating and implementation of NSLHD Workforce policies including the new Restructuring Policy.

NSW Ministry of Health

August 2011 – February 2013

Acting Divisional Policy Manager

Governance, Workforce and Corporate (secondment)

Responsibilities:

- Provide timely and strategic advice to the Deputy Director-General.
- Consult and negotiate with Directors to develop agreed positions and responses on multi-faceted issues.
- Co-ordinate and manage the Division's implementation of statewide policy, reforms and change management initiatives.
- Member of the Governance Transformation Program Management Office Team Policy Support to the Ministerial Taskforces for example Organisational Change and Reducing Red Tape Taskforces.
- Strategic liaison for the Workforce Productivity Consultancy.

August 2009 – July 2011

Senior Workplace Relations Advisor

Responsibilities:

- Member of a team which has industrial responsibility for the nursing workforce in NSW Health (43,000 nurses by headcount). This includes wage bargaining, industrial negotiation of statewide issues, disputes and grievances and running major cases and disputes in the Industrial Relations Commission.
- Stakeholder management of the NSW Nurses Association and nursing bodies. Providing industrial determinations, preparing briefings and correspondence. Provision of industrial advice to Local Health Districts

Office of the NSW Minister for Health

September 2008 – August 2009

Senior Policy Advisor

Responsibilities:

- Ministerial portfolio responsibility for the entire health workforce including strategic industrial relations direction.
- Analyse and respond appropriately to high profile and contentious issues affecting NSW Health.
- Internal and external stakeholder management including; various Government agencies and departments, Trade Unions, Lobby groups, Consumer and Professional associations.

National Health Service - Southwark Primary Care Trust (London, UK)

November 2007 – September 2008

Corporate Affairs Manager

Responsibilities:

- Provide strategic leadership and management of the corporate affairs function across Children's services and Health and Social Care including the management responsibility for 3 staff.
- Corporate Governance and secretariat support to the Board.
- Providing expert advice on statutory and legal responsibilities for the Trust.
- Overarching responsibility for responding to the intergovernmental, public and MP's and Opposition member enquiries. Ensuring all written material and advice was risk assessed and quality assured while guaranteeing adherence to both internal and external timescales.

Office of the NSW Minister for Health

November 2006 – April 2007

Policy Advisor

Responsibilities:

- Collating and preparing the NSW Government's Health Policy for the 2007 State Election.

- Internal and external stakeholder management including; various Government agencies and departments, Trade Unions, Lobby groups, Consumer and Professional associations.
- Drafting Government responses for Question Time, Parliamentary and Budget Estimates Committee

Office of the NSW Minister for Aboriginal Affairs & Citizenship

September 2005 – October 2006 **Parliamentary Liaison Officer**

Responsibilities:

- Preparation of Cabinet Minutes, speeches, policy briefs, correspondence and media
- releases for the Minister.
- Management of Freedom of Information requests.
Constituency casework

NSW Parliament

May 2003 – September 2005 **Researcher**

Responsibilities:

- Production of all public material for constituents and the media
- Independent management of Parliament Office including diary and office management
- Preparation of correspondence, memorandums, press releases, itineraries, reports and minutes of meetings.

1996 - 2003 Various casual positions held whilst studying

EDUCATION

2015 - University of Western Sydney

Bachelor of Laws
(Graduate entry)

2004 - University of NSW

Bachelor Social Science
(Majors in Industrial Relations & Social Science and Policy)