

Position Description – Project Manager, Employee Relations

Position Details

Position Title:	Project Manager, Employee Relations
Position Number:	TBC
Portfolio/College:	Operations
School/Group:	Human Resources
Campus Location:	Based at the city campus, but may be required to work and/or be based at other campuses of the University.
Employment Type:	Fixed Term
Classification:	HEW9
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia's original educational institutions founded in 1887, RMIT is now the nation's largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city's northern suburbs - campuses in Hanoi and Ho Chi Minh City in Vietnam and a site in Barcelona, Spain. With significant partnerships in Hong Kong, China, Indonesia, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University's total student population of 82,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures. It is ranked in the top 150 universities in the world for engineering, computer science and information systems, economics, communication and media studies, accounting and finance and education in the 2013 QS World University Rankings and 10th in Australia.

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Human Resources

Human Resources is a team of strategic HR professionals providing outstanding, client focused, proactive and effective solutions and services for all RMIT staff. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services.

The Human Resources team operate in a manner that supports the RMIT values and achievement of the business objectives. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the Human Resources team will enhance College/Portfolios and Groups ability to meet their business objectives. This in turn will allow university staff to better support the current and future student population at the university.

Position Summary

The Project Manager, Employee Relations will proactively lead and deliver employee relations projects.

There is a strong emphasis on identification of the root cause/s of an issue whilst assessing the bigger picture and then developing a suitable resolution strategy in partnership with the Employee Relations team, executive stakeholders and the HR Business Partners.

The Project Manager will design and lead key projects, managing employee engagement and communications, union consultation, change management, project management and stakeholder management. The Project Manager will also be responsible for internal reporting, facilitating workshops and undertaking risk assessments. The Project Manager will be expected to provide coaching and training for various stakeholders of the University as required as well as mentor and assist more junior members of the HR team

The Project Manager must have an expert understanding across all aspects of the work performed by the Employee Relations Team and may be rotated into projects in order to provide expert advice.

Reporting Line

Reports to: Director, HR Business Partnering and Director, Employee Relations

Direct Reports: Nil

Indirect Reports: HR Coordinator, Change Analyst

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

1. Project manage key employee relations initiatives
2. Develop collaborative working relationships with client cohort stakeholders in order to provide a high level of expert advice, coaching and solutions
3. Provide expert advice and influence in complex change management projects

4. Develop and maintain effective working relationships with unions, employer organisations, government agencies and relevant stakeholders
5. Deliver coaching and training sessions in areas of expertise
6. Provide expert advice and guidance regarding the ER/IR related aspects of major projects and project manage individual ER/IR related projects
7. Providing coaching, support and guidance to develop skill and capability uplift of HR team members and leaders
8. Keep abreast of industrial relations legislation, case law and other relevant changes.
9. Influence HR executive leadership and other executive stakeholders
10. Influence and contribute expertise to the development of the Employee Relations Strategy

Key Selection Criteria

1. Expert knowledge of the *Fair Work Act 2009*
2. Demonstrated end-to-end experience project managing complex employee relations projects, including change management, employee communications and reporting.
3. High level ability to effectively negotiate with and influence unions, clients and other executive stakeholders to achieve support and strategic outcomes.
4. Ability to develop and contribute to Employee Relations Strategy
5. Ability to analyse and interpret data in order to generate and deliver information in a sensible and appropriate format.
6. Demonstrated experience in working in a team environment as a senior member and mentor to junior members and supporting the overall achievement of strategic goals.
7. Must hold and maintain a valid Working with Children Check
8. Ability in the use of a range of computer applications, including Microsoft Office Programs. Ability to adapt to HR tools including ServiceNow, PageUp and SAP.

Qualifications

Tertiary qualifications in Industrial/Employee Relations, Law or relevant experience

Qualifications or accreditations in Project Management (PRINCE2, Lean, Agile) would be advantageous

Endorsed:	Signature: Name: Meegan Marshall Title: Director, HR Business Partnering Date: 14/1/2019	Approved:	Signature: Name: Allison Shevlin Title: Executive Director, HR Date: 14/1/2019
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