



POSITION DESCRIPTION

Position Title	ER COUNSEL	Position No.	50051397
Team	[People & Culture]	Classification	[Senior Executive]
Department	Employee Relations	Schedule Roster Cycle	[Executive] [Executive]
Location	Ultimo	Band / Level	[EL 1]
Reports to	HEAD, EMPLOYEE RELATIONS 50042139	HR Endorsement	28/01/2020

Purpose

Provide specialist ER advice and play a key role in the Employee Relations Team

Key Accountabilities

Legal Advice and Specialist Support

- Provide legal advice, support and analysis to People & Culture and managers within the ABC on industrial and employment matters.
- Represent the ABC before industrial tribunals and courts and negotiations with industrial organisations and employee representatives.
- Manage employment related litigation, including, where necessary, briefing external lawyers and barristers.
- Manage complex disputes, grievance handling and workplace investigations. Provide support and advice on the handling of these.
- Provide advice and develop strategy in relation to restructures and potential redundancies

Strategy and Policy

- Contribute to industrial relations strategies, policies, systems and processes for implementation across the ABC. Provide support and advice as necessary.
- Manage the ABC's standard form employment contract templates, including drafting of complex contract arrangements as required. Provide advice and support on contract interpretation to People & Culture and teams outside People & Culture.

Leadership and Relationship Management

- Build strategic relationships within the ABC, and externally.
- Manage and assist with special projects as required.
- Actively promote the ABC Values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Tertiary qualifications in law, and a current certificate to practice law with a relevant State or Territory Law Society.
2. Relevant experience in industrial relations and employment law, including in relation to restructures, redundancies, case management of litigation and claims.
3. Experience in complex grievance and dispute management.





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4. Experience in managing disputes and applications before federal industrial tribunals and courts including high-level advocacy skills.
5. Experience in enterprise bargaining and negotiations with employee representative organisations.
6. High-level communication and interpersonal skills.
7. Negotiation skills and the ability to influence staff, colleagues and outside parties.
8. Experience in developing networks and relationship within the industrial relations, legal and related environments.
9. Experience in team management and supervision.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.