POSITION DESCRIPTION

Position Title: Senior Employee Relations Consultant
Organisation Unit: Human Resources Services
Type of Employment: Full-time, fixed-term for 6 months
Classification: HEW Level 8

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience —the UQ Advantage — is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).
UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ Human Resources is responsible for enabling achievement of the University’s strategic ambitions through attracting, developing and retaining talented, engaged and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality human resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

The key specialist service areas of Human Resources are:
- Client Services
- Workplace Relations
- Workplace Diversity and Inclusion
- Organisational and Leadership Development

Human Resources at UQ operates within a devolved environment with Human Resources staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions, supported by HR specialist service teams.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position
- As a member of the Workplace Relations and Organisational Change team provide strategic advice and support to senior executives, managers and staff on a wide range of workplace relations issues including grievance resolution and the management of performance and conduct matters.
- Partner with leaders of organisational change initiatives across the University and with other staff of HR Services to ensure consultative obligations are met, to support staff and managers and to ensure successful implementation of change.
- Research and monitor workplace relations practices and policy within and outside of the higher education sector and recommend strategies in support of the University’s People Strategy.
- Initiate, review and develop human resources policies in collaboration with key stakeholders to ensure best practice and alignment with University direction.
- Provide advice on interpretation and application of employment legislation, agreements, awards and policies to University senior management and supervisors.
- Support the enterprise bargaining process, as required, in the conduct of research and in the drafting of enterprise agreement provisions.
- Where required, represent the University as an advocate before external agencies.
- Liaise and negotiate directly with relevant union officials and with the Australian Higher Education Industrial Association (AHEIA) in the resolution of disputes.
- Serve as Secretary to various Committees established under policy and the Enterprise Agreement.
- Develop and deliver relevant and up to date training programs on workplace relations matters.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the Associate Director, Workplace Relations
SELECTION CRITERIA

**Essential**

- Relevant degree (Human Resources and/or Law) with four years relevant subsequent experience; or extensive experience including specialist expertise or broad knowledge in employee relations and/or human resource management; or an equivalent combination of relevant experience and education/training.
- Demonstrated working knowledge and understanding of the Australian industrial relations framework, as well as the development, interpretation and application of human resources policies and procedures, awards and industrial agreements.
- Demonstrated high level interpersonal skills including the ability to effectively analyse, consult, negotiate and provide advice to support the resolution of workplace issues and grievances and in support of organisational change and underpinned by a strong client focus.
- Demonstrated high level communication skills, written and oral, in the drafting of policy and enterprise agreement provisions, in the preparation of reports to senior management and in the delivery of training to managers and staff.
- Experience in the conduct of workplace investigations and a sound understanding of natural justice principles.
- Experience in the design and delivery of training and awareness sessions.
- Experience in the management of ill health and return to work processes.
- Demonstrated knowledge of contemporary human resource management issues and strategies.
- Ability to lead cross-functional work teams relating to the design, development, and implementation of human resources policy/initiatives.
- Ability to work independently on priorities and projects as well as part of a collaborative team. An understanding of and commitment to the principles of equity and equal opportunity.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.