

A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES ENJOY A VIBRANT LIFESTYLE

Principal Employee Relations Partner

Division	Finance & Corporate Services	Department	People, Culture and Safety
Reports To	People Experience Manager	Direct Reports	No

Position Purpose

The purpose of this position is to partner with the People, Culture and Safety team and Council's leadership team to provide specialist advice in all aspects of industrial relations, including enterprise bargaining, representation in commissions, expert advisory and industrial relations services to clients, with strong stakeholder management to deliver effective outcomes.

Key Responsibilities and Outcomes

Operational

As Principal Employee Relations Partner and member of the People Experience team you will:

- Partner with the People, Culture and Safety Leadership Team & Business Partners to guide, educate, and provide expert advice on a broad range of employment and industrial relations matters.
- Lead complex consultation and negotiations representing the Council at critical negotiations relating to employee and industrial relations matters including enterprise bargaining negotiations.
- Lead complex investigations and support the People & Culture Business Partnering team to ensure grievances are investigated and resolved in a timely manner.
- Investigate, interpret, and provide expert advice on a wide range of employee related matters, and legislative and industrial agreement issues.
- Act as a Council representative and supporting Council's best interests externally in the Queensland Industrial Relations Commission.
- Support the People Experience Manager, in conjunction with the Governance and Legal team to ensure Council's policies and procedures are compliant with relevant legislation.
- Promote and monitor contemporary employee and industrial relations matters to ensure Council processes and practices are up to date and aligned with best practice.
- Develop and deliver comprehensive training, coaching and support to the People Experience Team, and business leaders in relation to employee and industrial relations matters
- Establish and maintain relationships with key internal and external stakeholders and unions to influence and deliver effective outcomes in employee and industrial relations matters.

Values

At Moreton Bay Regional Council, we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a leader you will shape the culture of the organisation by consistently role modelling the values, expectations and behaviours and empower others to do the same.

Decision Making

Budget - Nil.

Delegations - Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

Knowledge & Experience



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- Extensive knowledge and experience in the resolution of employee relations / industrial relations matters including undertaking complex workplace investigations, performance management and disciplinary procedures.
- Comprehensive knowledge and understanding of the legislative, regulatory, and industrial instruments in relation to employment and industrial relations within the government context. Specialist industrial relations knowledge and skills and demonstrated political nous to progress and achieve critical organisation outcomes in a timely manner.
- Extensive experience managing complex industrial relations issues in a public sector environment. Demonstrated experience in representing an organisation in various jurisdictions, industrial tribunals, and commissions, sector groups, and/or negotiations, preferably within a government context.
- Strong problem-solving skills to resolve matters where policy, guidelines, and precedents are not available and the exercise of advanced professional skills to resolve emerging or complex problems as required.
- Superior interpersonal skills and demonstrated experience influencing, establishing, and maintaining strong, collaborative working relations with internal and external stakeholders, including key regulatory bodies.
- Experience leading projects and teams in a way that encourages new ideas, builds trust, provides support for the development of emerging skills, works collaboratively, and shares and utilises team resources effectively.
- High level of confidentiality and integrity.

Qualifications

- Tertiary qualification in relevant discipline including; Business, Human Resources, Industrial relations or related discipline.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.