

Principal Employee Relations Partner

Position Description

Directorate	Office of the CEO	Department	People and Culture
Reports To	People Experience Manager	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8

Position Purpose

The purpose of this position is to partner with the People and Culture 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

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

- Partner with the People and Culture 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.
- Partner 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.
- Deliver comprehensive training, coaching and support to 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.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- 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 such as Business, Human Resources, or Industrial Relations, or significant relevant experience.

Note: 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.