Human Resources (HR) function plays a critical role managing and developing UWA’s academic and professional workforce, organisational capability and culture to ensure UWA’s success and sustainable growth. The overarching role of HR is to align UWA’s human resources with its strategic objectives, cultivate a positive work environment and ensure UWA staff have access to the necessary support, services and resources to thrive in their roles.

Employee Relations team is accountable for enabling achievement of strategic and operational objectives by managing UWA’s relationship with its workforce in ways consistent with UWA culture and values. It plays a crucial role in ensuring a positive and productive work environment. The function is responsible for managing and resolving employee relations issues, promoting fair and consistent treatment of all employees and implementing policies and programs to foster a harmonious workplace.

**Your role**

The Associate Director, Employee Relations (ER) provides strategic leadership and expertise in Employee / Industrial Relations to ensure the University has the right professional Human Resource Management ER strategies, systems, processes and practices to enable it to be a high performing, safe and values-driven workplace.

You will provide expert advice and guidance to UWA to address complex people management issues including interpretation of industrial legislation, awards and agreements, policies and procedures. You will lead and develop the capabilities of the Employee and Industrial Relations team and drive development and implementation of employee and industrial relations strategies, policies and procedures and related resources. You will also work collaboratively across UWA to build capability to effectively resolve people management issues in a safe and efficient way and to enhance employee engagement and productivity.

**Your key responsibilities**

Provide leadership, guidance and direction to the Employee Relations team, set performance goals and expectations, monitor performance and productivity implementing measures to enhance efficiency and effectiveness.

Maintain current knowledge and subject matter expertise of industrial initiatives or reforms arising from changes to awards and agreements, industrial legislation, policies and procedures.

Manage enterprise bargaining at the University, including negotiation, evaluation of bargaining options, developing bargaining strategies and advising generally on the legal
framework for bargaining, and coordinating communication strategies for employees and the union.

Provide subject matter expertise in development and implementation of strategies, policies and enabling plans with a focus on employee and industrial relations ensuring their alignment with relevant employment laws and regulations.

In collaboration with HR leadership, develop strategies and mechanisms to identify trends in and enhance employee engagement and job satisfaction, including collection and acting on data through employee feedback, employee survey, and exit interviews.

Drive development and implementation of mechanisms for proactive identification, investigation and resolution of employee relations matters, including grievances, conflicts and disciplinary issues.

Provide timely advice on complex industrial and employee relations matters including advice on the higher education sector employment framework.

Lead development and implementation of employee relations capability development mechanisms including providing guidance and coaching UWA leaders on handling employee relations matters effectively and in compliance with UWA policies and regulations.

Represent and advocate for UWA at external tribunals and brief counsel for formal hearings of industrial matters.

Oversee regular reporting cycles, ensuring timely delivery of HR reports and analytics to stakeholders.

Your specific work capabilities (selection criteria)

Qualifications, Skills and Experience
1. Relevant tertiary qualification in Human Resources or demonstrated equivalent competency.
2. Extensive experience leading and managing teams to deliver customer-centred people management services, aligned to professional HR Management best practice.
3. Extensive relevant experience in developing and delivering employee relations strategies, initiatives and interventions across large and complex organisations.
4. Sound understanding of employee relations policies and practices as they apply within UWA or related sectors.
5. Excellent interpersonal, written and verbal communication skills, fostering collaborative consultation mechanisms with internal and external stakeholders.
6. Ability to work independently, show initiative, problem solve and work productively as part of a team.

Values and Attributes
7. Demonstrated commitment to the principles of diversity, equity and inclusion and to fostering a psychologically healthy and safe workplace
8. Capacity to inspire all members of the UWA community to build a positive culture focused on achieving excellence
9. A passion for delivering an outstanding service and employee experience bolstered by collaborative, collegial and supportive synergistic ways of working
10. Personal integrity, self-awareness and demonstrated commitment to development through ongoing critical analysis of own performance and seeking feedback from others
11. Energy, tenacity and resilience
12. An affinity with the mission and culture of UWA and commitment to UWA’s values

Special requirements (selection criteria)

Current National Police Clearance Certificate
Occasional travel may be required
Compliance

Ensure you are aware of and comply with legislation and UWA policy relevant to the duties undertaken, including:

UWA’s Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct
Inclusion and Diversity web.uwa.edu.au/inclusion-diversity
Safety, health and wellbeing safety.uwa.edu.au/