POSITION DESCRIPTION

Employee Relations Lead

Position Level | 9
Faculty/Division | Human Resources – Division of Operations
Position Number | ADMIN ONLY
Original document creation | 6 September 2021

Position Summary
The Human Resources (HR) function of UNSW exists to deliver strategic and operational HR support to all staff within UNSW. This includes the development and implementation of policies, frameworks and tools to support all aspects of the employee lifecycle including recruitment, on-boarding, organisational development, health and safety and career planning.

The Employee Relations (ER) team within Human Resources is a centralised team of specialists who provide advice and guidance on employment and industrial matters to key stakeholders across UNSW Faculties and Divisions.

The ER Lead is responsible to provide timely and accurate advice to the UNSW management and the Human Resources team on a range of complex employee relations and industrial relations issues and contribute to the development of human resources and employee relations practices, policies and procedures at UNSW. The ER Lead will provide guidance and advice to colleagues in the ER team. The ER Lead will also have a focus on assisting UNSW to manage and engage on the Enterprise Bargaining process.

The position reports to the Head of Employee Relations and has no direct reports.

Accountabilities
Specific accountabilities:

- Play a key role in leading the end-to-end project managing of the UNSW Enterprise Bargaining process.
- Build and foster effective working relationships by partnering with Human Resources staff and UNSW management more broadly across all UNSW Faculties and Divisions.
- Provide significant contribution to the process and strategy for enterprise bargaining as required.
- Actively engage with key stakeholders (internal and external) on the process of enterprise bargaining facilitated discussions, including but not limited to Heads of School and HR Business Partnering teams.
• Identify and undertake project and research work on employment related matters, particularly as it relates to enterprise bargaining.

• Provide accurate and timely advice on employee relations and industrial relations related matters to UNSW management and Human Resources staff, including but not limited to:
  o the interpretation and application of UNSW's enterprise agreements;
  o workplace change and redundancy processes;
  o industrial disputes;
  o managing employee performance and misconduct;
  o the application of Enterprise Agreements and associated legislation;
  o termination of employment;
  o managing workplace complaints and investigations as necessary; and
  o managing ill and injured workers;

• Provide specialist advice to senior UNSW management on more complex industrial and employment related matters as required.

• Contribute to the preparation and implementation of HR and employee relations policies and procedures by drawing on experience and industry trends.

• Contribute to and present training to line management and HR staff on a range of industrial relations and employee relations issues as required.

• Represent UNSW in relation to industrial disputes and contested matters in relevant tribunals including industrial disputes, unfair dismissal claims, adverse action and other related claims before industrial tribunals including the Fair Work Commission.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of UNSW and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Tertiary qualifications in a relevant field of study (including industrial relations, human resources or law).

• Significant experience providing employee relations related advice to line management, and dealing with employee unions, in a large, complex organisation.

• Strong knowledge of relevant workplace legislation and current employment case law.

• Demonstrated ability to think and operate strategically in a HR context, with high level problem solving and analytical skills.

• Proven ability to build effective working relationships and partner with internal clients in providing effective employee relations solutions in a collaborative manner.

• Sound judgement, ability to exercise initiative, tact, and discretion in dealing with sensitive and confidential matters.

• Advanced negotiation and influencing skills and experience with enterprise bargaining.

• Highly developed written and verbal communication skills.

• Ability to work autonomously with limited direction and contribute to a high performing team environment.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.