Position Summary

The Senior Employee Relations Project Consultant works within a specialised Project Team. The role is responsible for managing and resolving queries from former and current casual academics regarding their payments, providing superior advice on employee relations matters, and working as the conduit between the Project Team and casual academics regarding the specific circumstances of each casual engagement. The position will also work closely with UNSW's HR Legal Counsel to manage the end to end case of any claims made.

The role reports to the Employee Relations Project Lead and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Partner with the Casual Remediation Project Team and key stakeholders to manage, monitor and report on progress of queries, claims and relevant ER matters relating to the project. This includes proactively identifying problems and proposing possible solutions, in consultation with the Employee Relations Project Lead and HR Legal Counsel as appropriate.

- Support and work with senior leadership and liaise with casual academics on sensitive and complex ER matters in relation to the Casual Remediation Project.

- End to end case management and resolve complex queries and correspondence from former and current casual academic employees as they arise from within the Project Team, including developing an innovative or tailored approach to resolve.

- Prepare a range of correspondence and review responses from casual academic employees, escalating where necessary to the Employee Relations Project Lead and the HR Legal Counsel.
• Prepare draft complex settlement deeds, other routine and complex documents, etc. as required, with casual academic employees who make additional claims.

• Provide accurate and timely advice on complex compliance employee relations, fair work act and industrial relations related matters to the Casual Remediation Project team and the Payments team, including in relation to the interpretation and application of UNSW’s enterprise agreements.

• Act as the Employee Relations escalation point within the Project team, supporting with a range of challenging matters as referred from other staff within the team.

• Build and foster effective working relationships with Human Resources staff and UNSW management more broadly across all UNSW Faculties and Divisions.

• Provide specialist advice and guidance to managers on matters related to the engagement of casual academic employees in compliance with the UNSW Academic Agreement as required in relation to the Project Team.

• Ensure that advice and guidance provided to UNSW complies with applicable legislation and relevant industrial instruments to ensure that risks in relation to the engagement of casual academic employees are minimised and appropriately managed.

• Actively monitor and maintain a working knowledge of emerging issues and changes in employment law and best practice.

• 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 the university 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) with subsequent relevant experience.

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

• Demonstrated, comprehensive knowledge of relevant workplace legislation and current employment case law.

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

• Well-developed and demonstrated negotiation and influencing skills, particularly in dealing with complex matters.

• High level written and oral communication skills, with a high level of attention to detail for deliverables produced.

• Ability to work independently and contribute to a team environment, but also to take initiative and work independently while managing competing demands.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
• High level organisational skills with proven ability to deal with multiple complex tasks, establish priorities and meet deadlines.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• 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.