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POSITION DESCRIPTION

Employee Relations Business Partner

Faculty/Division	Division of Operations
Classification Level	Professional 8
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTER
Allowances	NOT APPLICABLE
On call arrangements	NOT APPLICABLE
Original document creation	8 July 2024

Position Summary

The Employee Relations (ER) team are responsible for managing the delivery of strategic and operational employee relations and industrial relations support. The ER team lead the way in providing advice and support to UNSW Management and Human Resources on all aspects of employee relations and industrial matters.

The ER Business Partner will provide advice and support across the UNSW community on a wide range of employee relations and industrial relations issues. The ER Business Partner is also expected to contribute to the development of human resources and employee relations practices, policies and procedures at UNSW.

The ER Business Partner reports to the Senior Employee Relations Business Partner, in Human Resources. The role has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of accurate and timely advice on employee relations and industrial relations related matters to UNSW management and Human Resources staff, including in relation to:
 - the interpretation and application of UNSW's enterprise agreements;
 - workplace change and redundancy processes;
 - industrial disputes;
 - managing employee performance and misconduct;
 - termination of employment and employee exits;
 - managing workplace complaints and investigations as necessary; and
 - managing ill and injured workers;
- 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 industrial and employment related matters as required, including senior UNSW management on complex industrial and employment related matters as required.
- Contribute to the preparation and implementation of HR and ER policies and procedures.
- Undertake project and research work on employment related matters.
- Interact and engage with employee relations professionals within the Higher Education sector as necessary and engage, as required, with employee representatives, including employee unions.
- Ensure that advice and guidance provided to UNSW complies with applicable legislation and relevant industrial instruments to ensure that risks in relation to employee relations matters are minimised and appropriately managed.
- Actively monitor and maintain a working knowledge of emerging issues and changes in employment law and best practice.
- Cooperate with all health and safety policies and procedures of UNSW.
- Contribute to the development of strategies in relation to enterprise bargaining and participate in negotiations as required.
- Contribute to and present training to line management and HR staff on a range of industrial relations and employee relations issues.
- Represent UNSW in relation to industrial 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 [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

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 gained through various organisations and unionised environments.
- Proven ability to build effective working relationships and partner with internal clients in providing effective employee relations solutions.
- Well-developed negotiation and influencing skills to contribute to positive outcomes.
- High level written and verbal communication skills with strong attention to detail and ability to prioritise and control workload.
- Ability to work independently and contribute to a team environment.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

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.