



Make
it matter.

POSITION DESCRIPTION

Senior Employee Relations Consultant (Advisory)

Faculty/Division	Division of Operations
Classification Level	Professional 9
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	ADMIN ONLY
Shiftwork status	NOT SHIFTWORKER
Allowances	NOT APPLICABLE
On call arrangements	NOT APPLICABLE
Original document creation	30 August 2024

Position Summary

The Employee Relations (ER) Advisory team is responsible for managing the delivery of strategic and operational employee relations and industrial relations support. The ER Advisory team lead the provision of advice and support to UNSW management and Human Resources on all aspects of employee relations and industrial matters.

The Senior ER Consultant will manage and lead a portfolio team of Consultants and Officers servicing a large client group (2000+ staff) on a wide range of employee and industrial relations matters. The Senior ER Consultant is also expected to contribute, as a senior subject matter expert, to the development of human resources and employee relations practices, policies, and procedures, as well as compliance and training at UNSW.

The Senior ER Consultant reports to the Head, Employee Relations Advisory, in Human Resources. The role supervises ER Consultant(s) (Level 8) and/or ER Officer(s) (Level 6).

Accountabilities

Specific accountabilities for this role include:

- Lead an ER portfolio team to deliver proactive expert advice, and guidance to UNSW stakeholders in an accurate and timely manner on a wide range of staff related matters, including:
 - industrial instrument and legislative interpretation
 - workplace change and restructuring
 - industrial disputes
 - employee performance
 - termination of employment and employee separations
 - managing ill and injured workers
 - employment related disclosures and conflicts of interest.
- Deliver expert advice and guidance to managers on industrial and employment related matters, including senior UNSW management on complex industrial and employment related matters as required.
- Manage, support and develop ER Advisory team members as well as act as the escalation point for complex ER Advisory cases where necessary.
- Lead an ER portfolio team to build and foster effective working relationships with Human Resources staff and UNSW management more broadly across relevant UNSW Faculties and Divisions, and with UNSW's People Law team.
- Lead the collaboration with the HRBP team and relevant people leaders in a portfolio to create and execute an ER strategy and plan to drive proactive management of issues, continuous improvement initiatives and cultural change.
- Proactively identify opportunities to improve HR and ER policies and procedures (and lead this work as required), and lead UNSW-wide project and research work on employment related matters.
- Manage reporting and analysis of advice data, prepare and maintain quality standard operating procedures and templates for ER processes.
- Represent UNSW in engagement with employee relations professionals within the Higher Education sector 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 and ensure that risks in relation to employee relations matters are minimised and appropriately managed (including by leading proactive engagement with work areas about emerging issues).
- Actively monitor and maintain knowledge of emerging issues and changes in employment law and best practice, and lead knowledge management in team.
- As senior SME, contribute to the development of strategies in relation to enterprise bargaining and participate in negotiations as required.
- Prepare 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.
- Deputise and fill in for the Head of Employee Relations Casework & Advisory and support other ER portfolio teams as required.
- 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

- Relevant tertiary qualifications with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience (including industrial relations, human resources or law).
- Extensive experience providing employee relations related advice to line management, and dealing with employee unions, in a large, complex organisation.
- Expert 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.
- Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others.
- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse internal and external stakeholders.
- Superior written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Ability to work independently and contribute to a team environment, providing guidance and supervision to other team members.
- 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.

