



POSITION DESCRIPTION

Senior Industrial Relations Consultant

November 2023

UNIVERSITY of 
TASMANIA

Position Summary

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| College / Division | People and Wellbeing Division |
| School / Section | Workplace Relations |
| Location | Hobart / Launceston / Burnie |
| Classification | <u>HEO Level 8</u> |
| Reports to | Director Workplace Relations |

The Opportunity

The Workplace Relations team performs an integral function within the People and Wellbeing Division with responsibility for strategic and operational workplace relations across the University.

As part of a small and dedicated team, the Senior Industrial Relations Consultant is responsible for supporting stakeholders to manage workplace relations matters in a proactive, contemporary and people-centered way.

No two days are ever the same and to thrive in this role you will need to be a self-motivated, friendly team player with a solid background in workplace relations and excellent communication and time management skills. You must be a critical thinker and keen problem solver with the ability to navigate complex situations and influence your stakeholders.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generate powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Senior Industrial Relations Consultant is a trusted advisor to provide industrial advice, expertise and support the University to manage workplace relations matters. It operates in partnership with the Business Partnering network to support effective outcomes for staff, stakeholders and the University with a contemporary, solution oriented and capability building approach.

Key Result Areas

- Provide timely and considered advice on a broad range of workplace relations matters including performance management, misconduct, absenteeism, change management, grievances, investigations and dispute resolution
- Coach and support People and Wellbeing Business Partners and People Managers in the management and resolution of people issues
- Contribute to the development of policies, procedures, guidelines and other relevant tools to support best practice management of workplace relations issues.
- Lead and/or participate in identified people related projects to improve capability and service delivery
- Build and maintain collaborative relationships with key stakeholders including the Business Partner Network, Legal Services, Safe and Fair Community Unit, external legal advisors, employee representatives and Unions
- Represent the University at industry associations, the Fair Work Commission and other tribunals as required
- Prepare reports, documentation and presentations as required

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- **Resilience:** Able to stay calm under pressure and tolerate stress. Adept at calming others and resolving conflict in stressful situations.
- **Rapport Building:** Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- **Detail Oriented:** Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- **Investigative:** Readily takes up opportunities to learn and acquire new skills, able to identify issues and make intuitive judgements

Core Capabilities

- **Self-Awareness and Interpersonal Skills:** Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive

- **Holistic Decision Making:** Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action
- **Well Managed Delivery and Performance:** Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews
- **Continuous Improvement:** Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- **Growth Mindset:** Adopts a growth mindset and consistently seeks feedback, makes others comfortable with taking risks and experimenting to improve over time.
- **Strategy into Action:** Able to set, operationalise and activate strategy into specific actions, timelines and responsibilities to enable the University to deliver on key strategic goals.

Role Specific Skills, Knowledge and Experience

- Proven capability in the practical and effective management of workplace relations issues including performance management, misconduct and change management in a large and/or complex organisation
- Sound knowledge and understanding of relevant employment legislation and the ability to translate employment frameworks and practically apply policies and procedures
- Proven high level skills and experience in the interpretation and application of legislative, industrial award and/or enterprise agreement provisions and providing associated advice to business partners and senior managers within the University
- Proven experience preparing for and appearing in courts and tribunals on a range of industrial and tribunal matters
- Proven experience managing workers compensation matters, including engaging with injured workers and preparing briefing materials for investigations, assessments and tribunal appearances
- Highly developed interpersonal and communication skills, including the ability to effectively liaise with, coach and influence stakeholders
- Demonstrated ability to work with ambiguity, multi-task and work to tight time frames and progress projects to completion
- High level of self-management, including the ability to work under pressure and achieve outcomes.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

Appointment to this position may be subject to pre-employment and/or relevant background checks.

Qualifications in Law desirable.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position