



Position Description

Director, Workplace Relations and Compliance

Office of the Executive Director

Division of People and Culture

Classification Senior Leader Level 4

Special conditions Employment Screening

Date last reviewed July 2024



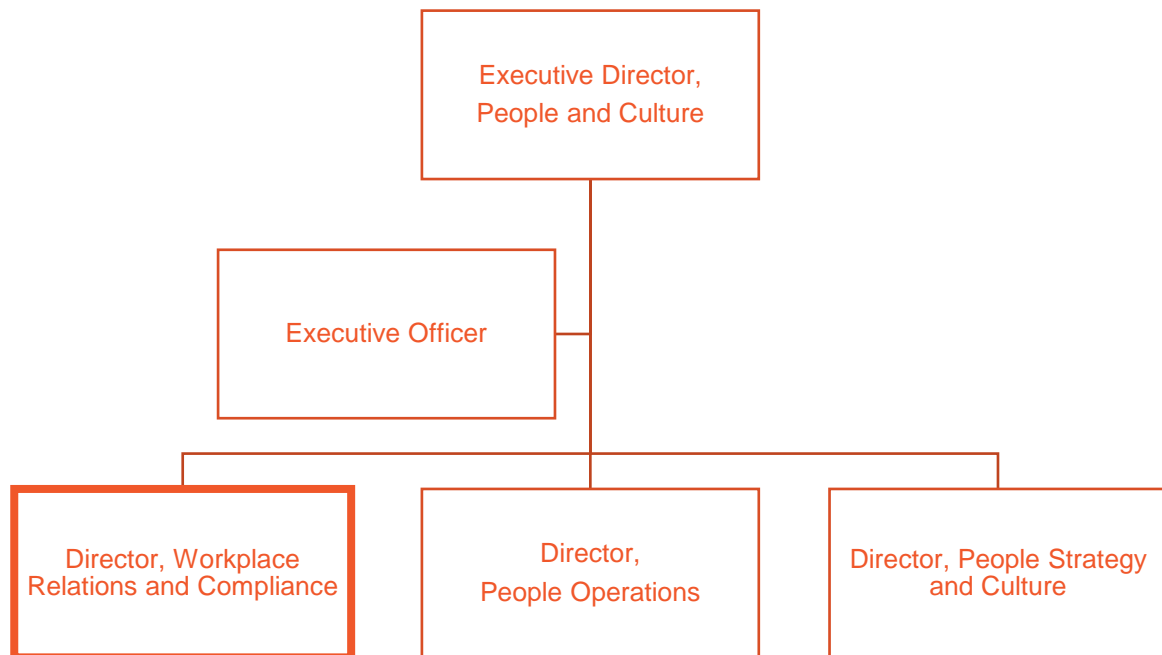
Division of People and Culture

Workplace Relations and Compliance

The Division of People and Culture plays a key strategic role in building a collaborative environment where staff can excel, with a respectful and inclusive culture that values everyone. We are focussed on building leadership capability, staff engagement, professional development opportunities, and addressing our future needs through workforce planning and talent management initiatives. We support, empower, and inspire our people to deliver excellence and contribute to the achievement of Charles Sturt's strategic initiatives.

This position is designed to build on our strong partnerships with key stakeholders across the University to bolster capability, performance, engagement and facilitate the implementation of the Division's People strategic objectives. The role is responsible for the implementation of large-scale programs and strategies and will require close collaboration with other Directors within the Division.

Organisational chart



Reporting relationship

- This position reports to:** Executive Director, People and Culture
- This position supervises:**
 - Senior Manager, Employee Relations
 - Senior Employee Relations Specialist
 - Employee Relations Officer (2 FTE)
 - Compliance Officer



Key working relationships

- Senior and Executive leaders
- Division of People and Culture
- Division of Safety Security and Wellbeing
- Risk and Audit
- Internal Ombudsman
- Union officials and Representatives
- Australian Higher Education Industrial Association

Position overview

The Director Workplace Relations and Compliance will lead a specialist team and work collaboratively with business units to provide expert advice and support. The position is accountable for leading and driving strategic and cultural change in the areas of workplace relations, policy, and compliance, and will develop strategies and lead negotiations on behalf of the University for the formulation of new Enterprise Agreements and oversee their interpretation and implementation.

The Workplace Relations and Compliance team serves as trusted advisors at all levels across the University providing guidance, support, and expertise in workplace relations, policy, and compliance. The role is required to develop and implement contemporary HR policies, processes, and practices that are easy to understand and implement while supporting increased engagement, performance, and a positive workplace culture.

This position will be responsible for overseeing the effective management of dispute resolution matters including complex cases, workforce design and organisational change while collaborating closely with stakeholders.



Principal responsibilities

- **Values:** Consistently embody the University's values in behaviour and decision-making, while encouraging inclusivity and collaboration to foster a safe and respectful work environment.
- **Leadership:** Lead by example to inspire, empower, and foster a culture of collaboration, innovation, and continuous improvement. Ensure clear direction, effective communication, and accountability, driving organisational success and individual growth, and a safe working environment.
- Lead the enterprise bargaining negotiations for the University and oversee implementation and compliance.
- Provide strategic advice and support to senior executives, managers, and staff on a wide range of workplace relations issues including grievance resolution and the management of performance and conduct matters.
- Oversee people-related change projects that significantly impact the business, planning and implementing changes, achieving organisational objectives, and complying with relevant legislation while demonstrating care and respect for employees.
- Solid understanding of the legislative and sector changes and provide accurate advice on interpretation and application of employment legislation, agreements, awards and policies and the potential impact on university operations.
- Establishing and overseeing monitoring and auditing frameworks and wage integrity programs to enhance ongoing industrial and workplace relations compliance and consistency across the organisation.
- Oversee workplace investigations relating to serious misconduct/misconduct or workplace relations matters, establish and manage a panel of investigators, and represent the University before industrial tribunals and forums.
- Implementing communication plans to keep stakeholders informed about decisions and updates flowing from the function Research and prepare high-level briefing material, correspondence, papers, reports, and other workplace relations related documents for complex matters.
- Initiate, review, and develop human resources plans and policies in collaboration with key stakeholders to ensure best practice, legislative compliance, and alignment with the University's strategic direction.
- Partner with executive and senior leaders of organisational change initiatives to ensure a collaborative, supportive approach to consultation that results in effective outcomes.
- Establish mechanisms within the directorate that ensure team members partner with and support other People and Culture staff in areas such as case management, policy, and compliance activities.



Required capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#). Read the Framework for more detail regarding these capabilities.

Capability	Capability Definition	Level of influence
Innovates		
Acts Strategically	Analyses opportunities to determine effective solutions and solve problems in order to achieve short and long-term objectives.	Influence others
Connects		
Communicates with Influence	Listens to understand the position of others and leverages effective communication and negotiation skills in order to influence and navigate toward mutually beneficial outcomes.	Influence groups/systems
Achieves		
Manages Change	Assumes responsibility for change. Supports change initiatives, builds knowledge to understand purpose and impact. Supports others to engage with change to deliver outcomes.	Influence others
Drives Impact	Collaboratively engages with peers and stakeholders in the community and industry. Places our people and students at the centre of design decisions.	Influence others

This section comprises of Enabler and Manages Effectively capabilities from the Charles Sturt [Capability Framework](#).

Capability	Capability description	Level of influence
Enablers		
Practices Effective Governance	Refers to policies, processes and guidance to support effective decision making and applies risk management processes to mitigate risk and proactively manage safety and compliance obligations.	Influence others
Manages Effectively		
Builds Effective Teams	Builds teams with complementary abilities and skill sets, encourages effective communication and collaboration and cultivates a supportive environment to reach objectives.	Influence others

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distance up to 500 km per day within the terms of the university's [Driver Safety Guidelines](#)



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Relevant postgraduate qualifications in law, human resources or other relevant discipline and extensive experience in contributing effectively at senior HR leadership level in a similar organisation and complex environment.
- B. Extensive experience in the management of workplace relations and policy in large, complex organisations and demonstrated high level expertise to lead best practice and compliance particularly with the current industrial legislative reforms and wage compliance requirements.
- C. Extensive knowledge and experience in negotiating, developing, drafting, and subsequent interpretation of enterprise agreements, policies, and other industrial instruments.
- D. Extensive knowledge and understanding of the Workplace Relations framework, systems, and procedures, including experience in conducting relevant investigations and representing the University before appropriate external bodies.
- E. Demonstrated leadership ability to define, lead and/or provide advisory support for strategic people-related culture change at levels of scale and complexity comparable to those at the University.
- F. Highly developed interpersonal skills including a proven capacity to identify and effectively manage a complex set of stakeholders and to effectively negotiate with and influence strategic decision makers in relation to workforce management and workforce performance in a large, complex organisation.
- G. Accomplished interpersonal and communication skills demonstrated through the successful management of relationships, and the significant ability to persuade and negotiate with internal and external clients and stakeholders on high profile and complex matters.