

POSITION DESCRIPTION

Position Title	National Manager Employment Relations and Safety		
Organisational Unit	Human Resources		
Functional Unit	Employment Relations and Safety		
Nominated Supervisor	Director HR		
Higher Education Worker (HEW) Level		Campus/Location	North Sydney
CDF Achievement Level	Level 2 Management	Work Area Position Code	14393
Employment Type	Continuing	Date reviewed	5 May 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our Mission: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE HUMAN RESOURCES DIRECTORATE

The Human Resources Directorate offers professional services and initiatives at a national and local level to support the strategic objectives of the University. Human Resources is guided by the Strategic Plan, the Workforce Framework and all people management enabling Frameworks, which sets clear organisational expectations on workplace culture, workforce profiling and workforce involvement.

The Human Resources Directorate provides the frameworks, including development, analysis, programs and interventions to support all levels of management achieve organisational outcomes. To achieve this, Human Resources takes a business focus and partnership role in strategic and change matters. Further, it is expected that HR will provide effective support and advice to staff through a range of mechanisms that include effective business processes, effective HR Systems, effective management of employment arrangements and records, effective and timely management of remuneration matters.

ABOUT EMPLOYMENT RELATIONS AND SAFETY

Employment Relations and Safety led by a National Manager incorporates Employment Relations, Work Health and Safety and Wellbeing, associated employment, people and safety Policy development, enterprise bargaining and implementation, and relevant Committees administration.

The unit is responsible for the development of the necessary workplace (employment and safety) Frameworks within which HR provides advice, designs processes and delivers services. These Frameworks implement the comprehensive range of employment and safety Legislation, Regulations, Standards and Codes of Practice.

The unit consists of specialist staff who provide expert advice and manage matters as they are escalated within the organisation.

POSITION PURPOSE

The National Manager, Employment Relations and Safety is responsible for coordinating and implementing employment relations and Safety Frameworks and providing high level support, guidance and advice to senior officers of the University and HR Business Partnering staff.

The holder of this position will focus on high level employment relations and safety matters including:

- Employment Relations Strategy for the University including Employment Relations operating environment, process flow charts, supervisor and/or officer awareness, risk and education frameworks for investigations and resolution/settlement of escalated matters.
- Work, Health and Safety Management System (WHSMS) for the University (to ISO 45001) including policies, procedures, systems and reporting.
- Employment and WHS policy development, review and oversight arising from Legislation, Regulation, Standards, WHS Codes of Practice and the enterprise agreement.
- union relationship including Committees established to implement the enterprise agreement or the WHSMS, implementation matters, representational and access rights, dispute management.
- escalated complex case management;
- engagement with OGC for the use of external counsel, and,
- provision of continuous learning and education to HR staff and management.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020

- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Lead and manage Employment Relations and Safety with the aim of providing effective leadership, supervision and planning that promotes the delivery of high standards of compliance, expertise and service across the University.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions • Coach and Develop 				✓
Recommend Employment Relations and Safety strategies, plans and processes to support the University strategic direction and priorities.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaboratively Effectively • Communicate with Impact 				✓
Implement the Workforce Framework as it relates to Employment Relations and Safety services of the University and oversee the development and maintenance of such frameworks (standard operating procedures) to support the work and deliverables of Employment Relations and Safety and provide a consistent level of HR Service.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with impact • Adapt and Lead Change 				✓
Manage the implementation of the Working with Children and Vulnerable/Child Safe Standards.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaboratively Effectively • Communicate with Impact 				

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Plan, manage and co-ordinate the delivery of all Employment Relations and Safety services to ensure timely resolution of complex matters in order to support the broader HR team and provide a high level service to clients.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓
Liaise with union officials and local staff representatives on escalated matters pertaining, but not limited to, industrial legislation, enterprise agreement, representational and access rights, and employment and safety related university policy.	<ul style="list-style-type: none"> • Communicate with Impact • Collaborate Effectively • Be Responsible and Accountable for Achieving Excellence 				✓
Implement activities and communication within the Employment Relations and Safety to promote a culture of high level client service and of continuous improvement.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact • Be Responsible and Accountable for Achieving Excellence 				✓
Manage the implementation of principle-based Employment Relations and Safety policies and procedures to support the strategic direction and fulfill legislative, industrial and employer responsibilities and obligations of the University.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate with impact • Adapt and Lead Change 				✓
Manage policy maintenance in line with legislative change and best.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate with impact • Adapt and Lead Change 				✓
Research and develop proposals for enterprise bargaining and higher education policies that are consistent the University's Strategic Plan and related planning instruments, and compliant with relevant legislative requirements.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Apply Business Acumen • Collaborate Effectively 			✓	

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide strategic advice and recommendations about workplace matters involving the unions, including the implementation of the Enterprise Agreement.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate with impact • Coach and Develop 				✓
Provide regular progress and case management reports to the Director, Human Resources in order to constantly manage risk across the University and Contribute to a range of Workforce Strategies in line with the Workforce Framework collaboratively with Workforce Systems and Processes and, Client Services	<ul style="list-style-type: none"> • Communicate with impact • Collaborate Effectively • Know ACU Work Processes and Systems 				✓
Prepare and deliver presentations and information sessions on Employment Relations and Safety topics for relevant staff and managers within the HR Directorate and within the University as requested.	<ul style="list-style-type: none"> • Communicate with Impact • Coach and Develop • Collaborate Effectively 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Balancing a desired/preferred outcome in the context of the legislative/regulatory environment.
- Representing the interests of the University when these vary from the interests of the number of parties in a matter.
- Identifying risk and supporting the University to manage and minimise.
- Changing legislative/ case law employment, industrial relations and safety framework.
- Complexity of legislation across multiple jurisdictions.
- Issues associated with ACU's national structure and the geographic spread of staff and supervisors.
- Complexity of working with supervisors that have advisory/management roles not through traditional promotional pathways.
- Increasing complexity and changes within the higher education sector.
- Managing business as usual in the context of a single major case/issue.
- Timely response to matters in external jurisdictions.
- Timely resolution of escalated issues.

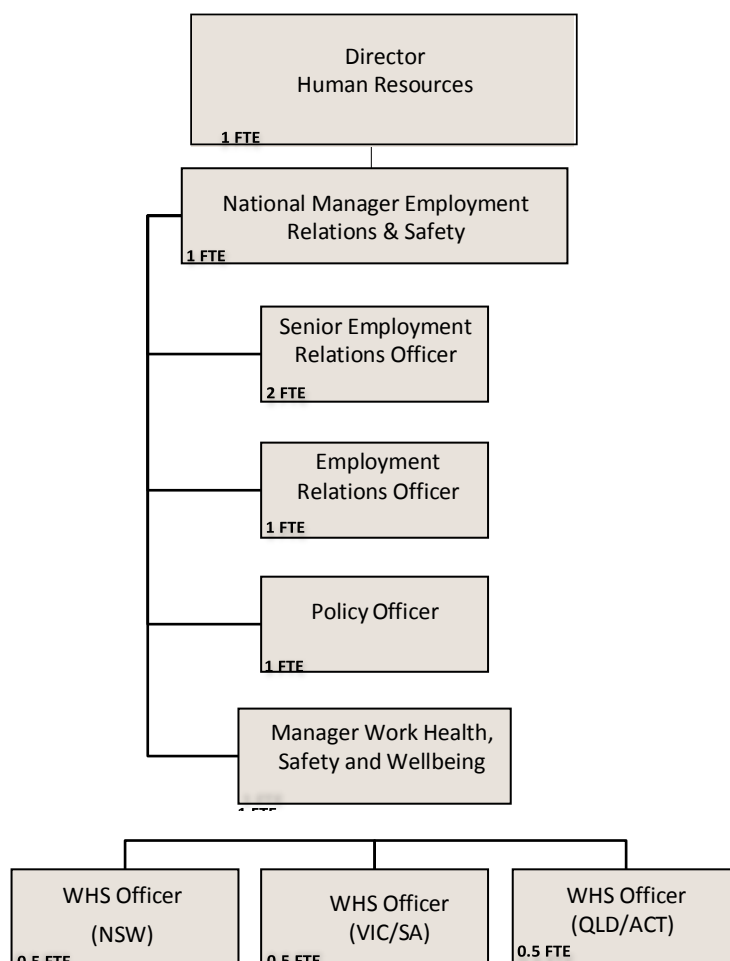
Decision Making / Authority to Act

- The position holder sets priorities, establishes plans, devises strategies, supervises staff, allocates work, approves leave and monitors and reports on the work area, in line with delegated authority and in consultation with the Director, Human Resources.
- Following a brief by the Director HR or instructions from a member of the Senior Executive, the National Manager Employment Relations and Safety can make decisions on matters dealt with in external jurisdictions.
- The position holder receives and responds to Notices received from Fair Work.
- The position holder manages the development of the Agenda, Action Items and follow up from the relevant employment relations and safety Committees.
- The position holder confirms union attendance on site.
- The position holder manages the Employment Relations and Safety budget and exercises delegation in accordance with approval limits.
- Manage and respond to competing demands from multiple stakeholders
- Maintain a proactive approach with stakeholders in Employment Relations and Safety planning and policy matters and decisions.
- Ensure that the University's policies and procedures are principles-based, streamlined in process, informed by process/system capability and align with changing legislative requirements in employment relations and different legislations in different states

Communication / Working Relationships

- The position holder liaises with managers and staff of other functional units within Human Resources Directorate to collaborate on implementing HR strategies, policies and deliver HR services to clients.
- The position holder communicates with members of the Senior Executive/Executive to provide advice on complex employment issues.
- The position holder represents the University in significant cases and as such needs to communicate with relevant senior staff stakeholders and where necessary to provide advice and support and to receive instructions.
- The position holder liaises with relevant managers in Human Resources to resolve complex employment relations issues.
- The position holder liaises with relevant committees such as the ACU Staff Consultative Committee, Workload Advisory Committee, Work Health and Safety Advisory Committee and others relevant to provide representation and direction on requirements and more broadly Employment Relations implications.
- The position holder communicates with staff representatives and staff associations (in particular National Tertiary Education Union – NTEU, Community and Public Sector Union – CPSU) to negotiate enterprise agreements and resolve disputes.
- The position holder communicates with the higher education sector's employer association (Australian Higher Education Industrial Association) and relevant government agencies to seek advice and/or provide information.
- Provide input into discussion papers and responses to Government reviews, discussion papers, proposed variations to Awards and/or Legislation.
- Provides guidance, support and direction to a small team of subject matter experts in a broad organisational and external context to enable outcomes for the University.
- In collaboration with the Manager Work, Health and Safety, meet regularly with the University's Workers Compensation insurers to receive and provide progress report and feedback and to identify ways to maximise services for the University.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Relevant degree, preferably at postgraduate level and significant relevant experience in employment relations or an equivalent level of knowledge gained through any combination of education, training and/or experience in the application of Employment Relations.
2.	Extensive knowledge and understanding of employment and industrial legislation in all jurisdictions and capacity to represent the University in relevant Employment Relations jurisdictions.
3.	Proven experience in the development and execution of Employment Relations strategies plans and processes.
4.	Proven capacity to lead, manage and implement Work Health and Safety policy, procedure and practice
5.	Experience in interpreting and advising on, including the case management of staff matters by applying a strong knowledge of policies, procedures, legislation, and case law to complex issues.
6.	Experience in managing and leading a geographically disperse team of specialists.

Core Competencies (as per the [Capability Development Framework](#))

7.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
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8.	Demonstrated commitment to delivering stakeholder centric service and keeping stakeholder interests at the core of business decisions to maintain service excellence.
9.	Demonstrated ability to work collaboratively with stakeholders to capitalise on all available expertise to achieve organizational objectives by delivering quality service through a sound understanding and working knowledge of ACU
10.	Demonstrated ability to communicate with impact and purpose with key internal and external stakeholders and professional groups and demonstrate a high level of competence in interpersonal skills, consultation, and negotiation at all levels
11.	Demonstrated ability to effectively plan work activity, streamline complex information supply, and prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
Other attributes	
12.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.