



Position Description

College/Division:	Human Resources Division
Faculty/School/Centre:	Employee Relations
Position Title:	Employee Relations Manager
Classification:	Senior Manager 2
Position No:	
Responsible to:	Chief People Officer
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Employee Relations Manager is responsible for the leadership and management of the Employee Relations team in order to provide comprehensive Employee Relations consultancy support, high level HR advice, and undertake project work, principally in the Employee Relations team but also across the whole HR Division to facilitate the advancement of ANU goals in research and education.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position reports to the Chief People Officer and works autonomously in collaboration with senior staff within the Colleges and Divisions.

The Employee Relations team works in partnership with senior leaders, managers and College/Divisional HR practitioners to provide high quality complex human resource management and employee relations issues and major change programs and practice leadership to all areas across the University.

Role Statement:

Under broad direction of the Chief, People Officer, the position will:

- Provide leadership and high-level advice and outcomes in the areas of complex human resource management and employee relations issues and major change programs to assist in the achievement of University objectives.
- Lead, develop and implement strategies to support strategic complex human resource management and employee relations issues and major change programs across the University.
- Develop and implement enhanced strategies for improving employee relations and change management frameworks for the University.
- Provide significant development, enhancement, and support on the University's approach to enterprise bargaining and policy frameworks in relation to complex matters.
- Leadership and liaison with specialist service providers and external agencies, including relevant trade unions.
- Drive high quality, authoritative, accurate and timely reports to relevant stakeholders.
- An individual significant contribution to and/or leading teams to develop new HR policies and better practice human resources strategies.
- Management of a team focussed on employee relations and change management and practice leadership to HR practitioners in these areas.
- Significantly contributing to the effective management and service improvement of the Division and the University more generally, including modelling good behaviours.
- Other duties as required.

See the [classification descriptors for general staff](#)¹

¹[Schedule 5 - General staff classification descriptors - Human Resources - ANU](#)

SELECTION CRITERIA:

1. Postgraduate qualification (or equivalent) in a relevant discipline related to human resources management with relevant experience and proven expertise in the management of significant human and material resources or an equivalent combination of experience and training. Membership of the Australian Human Resources Institute and/or other relevant professional association is highly desirable.
2. An extensive knowledge and understanding of contemporary human resources management, and in particular complex human resource management, employee relations and change management activities.
3. Demonstrated ability to think and act strategically in the development and implementation of innovative better practice human resources initiatives within a large, complex organisational environment, preferably in the higher education sector.
4. Demonstrated ability to engage and influence stakeholders and an ability to assess complex HR matters and provide authoritative advice to senior managers and develop efficient services to meet identified needs.
5. Highly developed problem solving, consulting, interpersonal, report writing, time management and project management skills.
6. Ability to supervise staff and effectively manage resources.
6. A demonstrated high level of achievement in relation to incorporation of Equal Opportunity principles into strategic planning and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)