

Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.</p> <p>We've learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate partners and everyday Australians who provide generous support.</p> <p>Together, we stand with Australians in need until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

Position Details:

Position Title:	Industrial Relations Business Partner
Award/Agreement:	N/A
Business Unit/Program:	People & Culture
Reports to:	People Assist Manager
Position Purpose:	To deliver specialist employment/industrial relations services across Mission Australia through the provision of strategic and operational employment/industrial relations advice and support to managers, staff and the HR team.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Industrial Employee/Employer Consultant
Key tasks	Position holder is successful when
<ul style="list-style-type: none">• Provide specialist coaching, guidance and advice in relation to interpretation and allocation of industrial matters.• Provide review of greater People & Culture Team work where there is high ER/IR complexity and/or risk.• Conduct formal investigations in response to workplace misconduct and/or grievances.	<ul style="list-style-type: none">• Effective subject matter advice is provided including end to end support on all ER operational and case management matters.• Expert IR/ER advice is provided to mitigate IR/ER risk in a timely manner.• Investigations are completed in a timely manner in alignment with IR legislation

	and recommendations are provided in a factual and understandable manner to People Leader.
Key Result Area 2	Employer/Employee Advocate
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Acts as a key contact and representative for discussions, negotiations and hearings with Unions, State and Federal based Tribunals and Commissions and the Fair Work Ombudsman. 	<ul style="list-style-type: none"> Key contact for matters with Unions, the Fair Work Commission, the Fair Work Ombudsman and other industrial tribunals to resolve or mitigate employee issues or complaints. Effective relationships with key stakeholders are developed and maintained as required. Act as conduit for external solicitors/consultant groups
Key Result Area 3	Policy and Procedures
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> MA Policy and procedure development or enhancement of documents with ER/IR complexity. Risks of out-dated ER/IR legislation in HR policy and procedures is identified and updated. 	<ul style="list-style-type: none"> Delegated policies and procedures/documents are developed and or/maintained in line with organisational objectives and current ER/IR legislation. Identification of out-dated HR policy and procedures is escalated to GM, HR BP and appropriate solution is provided.
Key Result Area 4	MA Employment Contracts/Letters
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Enhancement of all MA employment contracts and other employment letters to improve industrial currency and reduce industrial risk. Development of additional contractual terms and written correspondence to reflect unique circumstances as they arise. 	<ul style="list-style-type: none"> Review all employment contracts and the identification for improvement to increase legal currency, meet business objectives and reduce MA industrial risk. Contractual terms and written correspondence are developed to facilitate unique circumstances while ensuring risk minimisation/ mitigation for Mission Australia.
Key Result Area 5	Projects & Other
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Stream lead on ER/IR related projects or organisational change initiatives. 	<ul style="list-style-type: none"> Provide ER/IR related SME knowledge and expertise and on time delivery on business closures, transition or restructures.

<ul style="list-style-type: none"> Other ad hoc work as directed by your People Leader. 	<ul style="list-style-type: none"> Work requested by your People Leader is completed as required.
Key Result Area 6	Stakeholder Management
Key tasks	Position Holder is successful when
<ul style="list-style-type: none"> Build positive working relationships across Mission Australia to ensure effective communication and collaboration 	<ul style="list-style-type: none"> Positive relationships are developed and maintained with stakeholders, which result in the smooth operation of associated activities. ☐ Mission Australia values and behaviours are demonstrated in all interactions

Note - Employees may also be required to perform other tasks/duties or work as reasonably requested to meet Position, Program, Funder or Mission Australia requirements.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace.
- Ensure required workplace health and safety actions are completed as required.
- Participate in learning and development programs about workplace health and safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia's purpose and values.
- Positively and constructively, represent our organisation to external contacts at all opportunities.
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times.
- Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.).
- To help ensure the health, safety and welfare of self and others working in the business.
- Follow reasonable directions given by the company, including in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#).
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Tertiary qualifications, ideally in Industrial Relations, Law or HR Management

- Advanced knowledge and understanding of employment legislation and industrial instruments including Awards and Enterprise Agreements
- High level communication skills, both verbal and written
- Strong relationship building and interpersonal skills
- Problem solving, research and analytical skills
- Excellent organisational skills
- Customer focus
- Demonstrated ability to work as part of a team

Key challenges of the role

- Multiple deadlines with quick turn around
- Complexity of IR/ER issues
- Managing multiple BAU IR/ER issues whilst working on ER related projects
- Maintaining comprehensive knowledge and understanding of Industrial Relations developments affecting the industry

Compliance checks required

Working with Children ☐

National Police Check ☒

Vulnerable People Check ☐

Driver's Licence ☐

Reasonable evidence of full
vaccination against COVID-19 ☒

Other (prescribe) ☐ _____

Approval

Leslie Filander

May 2022

Manager name

Approval date