

Position Description

Title	Senior Manager, Workplace Relations
Business unit	People & Culture
Location	Melbourne
Employment type	Full time Ongoing
Reports to	General Manager People, Quality & Strategy

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Senior Manager, Workplace Relations is responsible for the provision of specialist employee and industrial relations advice and services to senior management of Uniting to ensure legislative and regulatory employer obligations are met. Responsibility includes providing advice aligned to relevant legislation and industrial agreements, the management of enterprise bargaining and implementation, contribution to the review and development of Uniting's Workplace Relations procedures and processes, manage and enhance external stakeholder relationships, and to assist with the management and resolution of litigation and dispute.

This position leads a small team of experienced Consultants across a full workplace relations platform whilst working with and supporting members of the People and Culture team and key stakeholders across Uniting.

The Senior Manager, Workplace Relations role will develop and manage the organisational strategic direction relating to Uniting's industrial relations strategy.

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2. Scope

Budget: ~\$850k

People:

- Senior Workplace Relations Advisor
 - Workplace Relations Advisor
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3. Relationships

Internal

- Executive Leadership team
- Senior Leadership Group (SLG)
- Other business unit managers
- Operations Division
- Performance and Integration
- People and Culture

External

- Employer representatives
 - Unions
 - Fair Work Commission
 - Fair Work Ombudsmen
 - Legal Services Providers
 - Counterparts in like environments
 - Other advisers and stakeholders as required
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4. Key responsibility areas

Strategy and leadership

- Provide authoritative employment-related advice including strategic IR, legal, consultancy, and case management services on a range of complex workplace relations issues, such as organisational re-structuring, divestments and acquisitions, employer obligations and employee entitlements
- Provide leadership through investigation, interpretation, and provision of expert advice to a wide range of employment related matters and legislative and industrial agreement issues that lead to local resolution and inform long term benefits for Uniting's industrial strategy
- Develop the organisational industrial relations/employee relations strategy and contribute to P&C strategy
- Lead, develop and implement strategies for the resolution and settlement of matters before Fair Work Commission and other external tribunals
- Develop and review major People and Culture policies, programs or strategies involving high level liaison with internal and external stakeholders, including preparation of any papers required for approval and implementation.
- Oversee and project manage the harmonisation and consolidation of industrial agreements, including negotiations for new enterprise agreements where applicable and represent Uniting in multi-employer negotiations.

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Other

- Support and coach the People and Culture team in effective case management of people-related issues such as: disciplinary matters, conflict resolution, performance management, grievances and investigations, employee injury and illnesses, and absence management
- Coordinate or provide representation at the Fair Work Commission and other various jurisdictions. Liaise with external legal advisors and employment specialists regarding specific industrial relations issues, including drafting instructions to ensure that the interests of Uniting are protected
- Oversee and advise the organisation on the application of employee investigations and employee relations activities
- Provide advice regarding industrial change management activities
- Develop and maintain ongoing positive and productive relationships with relevant unions and representatives and Chair various consultative and workplace implementation committees as required
- Provide accurate and updated rates of pay to the Payroll team and work with Finance on the remuneration impacts of new agreements by providing all the necessary salary information
- Research, develop, prepare and/or deliver briefing papers for internal use by management
- Other duties as required.

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide professional development to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful, and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Keep abreast of all Federal IR Reforms and employment-related statutory amendments to proactively advise internal stakeholders, maintain up to date P&C policies and procedures, and mitigate risk.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.

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- Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
 - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
 - Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation
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5. Performance indicators

- To be develop in consultation with the line manager
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6. Person specification

Qualifications

- Tertiary qualifications in Human Resources or Law.
- Legal practicing certificate desirable.

Experience

- Demonstrated success at a senior level managing a workplace relations function with a broad knowledge base of the human resources function
- Strong track record and background in workplace relations and or employment law
- Very strong knowledge of the Australian workplace relations environment with an ability to interpret and apply complex legislation, industrial instruments, preserved pre-reform entitlements, and policies.
- Strong experience and knowledge of best practice workplace investigations
- Community services and or early learning sector experience and understanding of related industry awards and agreements desirable
- Proven ability to represent and advocate before various industrial tribunals and commissions
- Significant practical experience advising large, diverse, and complex organisations about workplace relations matters, including disputes (and resolution strategies) and union right of entry, working with multiple unions and industrial instruments
- Hands on experience developing and implementing bargaining strategies and plans, including leading enterprise bargaining, and associated statutory processes.

Leading and developing a workplace relations team Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Achievement:** proven ability to produce work of a high standard which is successfully embedded into organisational systems
- **Project management:** proven ability to lead and manage projects
- **Leadership:** highly developed people management skills with proven ability to develop and maintain a productive, collaborative, and positive workplace environment
- **Stakeholder management:** ability to understand, relate to and manage diverse and difficult stakeholder needs
- **Influence and negotiation:** Ability to give and gain cooperation at all levels
- **Critical thinking:** Proven ability to deal with concepts, decisions and complex information or situations in an efficient and effective manner. Capable, agile, flexible and patient with process, and the ideas of others.

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- **Problem-solving:** proven high level of analysis and complex problem solving. Ability to work autonomously and to exercise judgement in developing and executing strategies on behalf of Uniting
 - **Teamwork:** willingness to be proactive and help others, contribute to the continuous improvement of a positive, collaborative, and effective work environment
 - **Communication:** High level written and verbal communication skills, including the ability to conduct presentations, prepare business cases and reporting
 - **Interpersonal skills:** Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels, unions and other third parties, negotiating effective outcomes, consultation, and facilitation of group discussions
 - **Child safeguarding:** Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: