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<b>Position Title:</b>	HR Adviser (Employee Relations)
<b>Position Classification:</b>	Level 7
<b>Position Number:</b>	101796, 105145, 311832
<b>Faculty/Office:</b>	Human Resources
<b>School/Division:</b>	Employee Relations, Reward & Policy
<b>Supervisor Title:</b>	Manager, Employee Relations, Reward & Policy
<b>Supervisor Position Number:</b>	315573

### Your work area

Human Resources drives the University's people strategy to attract, develop and retain the highest quality people to support the University's goal of being in the world's top 50 University's. We provide a high quality, responsive people management and advisory service.

### Reporting structure

Reports to: Manager, Employee Relations, Reward & Policy

### Your role

The Employee Relations Adviser will provide a high-level consultative service to University management and staff. The position provides high level advice on the application of awards/agreements, industrial legislation, organisational change/restructure and human resource matters. The role develops appropriate policies and implements appropriate processes. The role builds ER capability in the management and HR.

### Key responsibilities

Provide consultancy advice and support to internal clients in the management of a wide range of human resource matters including:

- Organisational change/restructuring
- Managing misconduct
- HR strategies and the planning process
- Conflict Resolution
- Unsatisfactory work performance
- Redundancy/redeployment

Provide independent advice based on the interpretation and correct application of industrial awards/agreements, policy and related legislation.

Investigate and facilitate the resolution of grievances and workplace issues through providing expert advice to both staff and management utilising alternative dispute resolution where appropriate

Keep abreast of current developments in case law and identify areas of risk and areas in need of improvement and develop recommendations.

Prepare cases (including complex cases) and assist with appearances before industrial tribunals as necessary

Undertake research and preparation of reports for the development of changes to conditions of service, salaries and other industrial relations issues.

Provide guidance and advice to other staff within HR on industrial relations matters

Research, advise, coordinate and participate in Enterprise Bargaining and working parties, as required.

Assist with the development, drafting and updating of the University's industrial relations and human resources policies for University wide application.

Supports and provides ER/IR capability building, including design and facilitation of relevant training workshops.

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Degree in relevant field or equivalent competency

Experience in industrial relations processes including award application and interpretation and advocacy

Demonstrated negotiation and problem solving skills, including the ability to negotiate with staff at all levels and manage the resolution of disputes and grievances

Ability to use initiative to operate independently and autonomously to provide specialist advice

Excellent interpersonal communication skills

Highly developed research, investigative and report writing skills

Sound understanding of the legislative and industrial framework that applies to human resource management issues, particularly in the higher education sector

Experience in policy development

Demonstrated ability to work collaboratively within a team environment and mentor others as required

Knowledge of University policies and procedures

Commitment to the provision of high quality customer service

### **Special requirements**

There are no special requirements.

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at

[http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>



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<b>School/Division:</b>	Employee Relations, Reward & Policy
<b>Supervisor Title:</b>	Manager, Employee Relations, Reward & Policy
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### Your work area

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### Reporting structure

Reports to: Manager, Employee Relations, Reward & Policy

### Your role

The Employee Relations Adviser will provide a high-level consultative service to University management and staff. The position provides high level advice on the application of awards/agreements, industrial legislation, organisational change/restructure and human resource matters. The role develops appropriate policies and implements appropriate processes. The role builds ER capability in the management and HR.

### Key responsibilities

Manage a portfolio of internal clients providing consultancy advice and support in the management of a wide range of human resource matters including:

- Organisational change/restructuring
- Managing misconduct
- HR strategies and the planning process
- Conflict Resolution
- Unsatisfactory work performance
- Redundancy/redeployment

Provide independent advice based on the interpretation and correct application of industrial awards/agreements, policy and related legislation

Investigate and facilitate the resolution of grievances and workplace issues through providing expert advice to both staff and management utilising alternative dispute resolution where appropriate

Negotiate with Unions on resolution of workplace issues including complex industrial matters

Keep abreast of current developments in case law and identify areas of risk and areas in need of improvement and develop recommendations

Prepare cases (including complex cases) and appear before industrial tribunals as necessary

Undertake research and preparation of reports for the development of changes to conditions of service, salaries and other industrial relations issues

Persuade, convince and influence a large network of managers and staff across a number of areas of the University of the benefits of a proactive approach to employee relations

Provide guidance and advice to other staff in the section on industrial relations matters

Research, advise, coordinate and participate in Enterprise Bargaining and working parties, taking a lead role as required

Draft agreement provisions taking into account the strategic direction of the University and ensuring compliance with legislation

Assist with the development, drafting and updating of the University's industrial relations and human resources policies for University wide application

Supports and provides ER/IR capability building, including design and facilitation of relevant training workshops

Contribute to the development and training of staff in the employee relations area

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Degree in relevant field or equivalent competency

Substantial experience in all aspects of industrial relations processes including award application and interpretation and advocacy

Highly developed negotiation and problem solving skills, including the ability to negotiate with staff at all levels and manage the resolution of disputes and grievances

Demonstrated ability to use initiative to operate independently and autonomously to provide specialist advice

Excellent interpersonal communication skills

Highly developed research, investigative and report writing skills

Sound understanding of the legislative and industrial framework that applies to human resource management issues, particularly in the higher education sector

Experience in policy development

Demonstrated ability to work collaboratively within a team environment and mentor others as required

Knowledge of University policies and procedures

Commitment to the provision of high quality customer service

### **Special requirements**

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