

# Position Description

## Lead Consultant, Workplace Relations



### Details

Area	People and Culture
Team	People Partnering and Solutions
Location	Burwood campus or Geelong Waterfront campus (with hybrid working)
Classification	HEW 10
Reports to	Senior Manager, People Solutions

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education). Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)  
[Benefits of working at Deakin](#)

### Overview

The Lead Consultant, Workplace Relations will take a principal role in the management of industrial relations activity across the University. The role will provide expert guidance and advice on employment related legislation – current and future, with consideration to application in the University context, process changes, and implementation planning to ensure understanding and compliance. The position requires significant senior stakeholder engagement across the University within People and Culture, University Leadership and the Office of General Counsel, providing expertise to guide significant decisions on large University wide projects, proactively leading and project managing work activity.

This is a key leadership role that operates in a complex environment requiring the ability to consider risk, develop plans and influence and engage stakeholders to achieve desired outcomes. It will support and guide significant dispute and performance management activity, enterprise agreement negotiation preparation/implementation, as well as providing a proactive focus on upskilling People and Culture colleagues and People Leaders on new legislation and improvements to process/practices.

### Accountabilities

- Build and inspire a culture of integrity, accountability and inclusive practice to ensure alignment of all functional and operational business plans to Deakin's strategic plan. Create an environment where team members feel valued, included and want to do their best to achieve University priorities.
- Lead with clear direction while enabling devolved problem solving and provide expert leadership and ensure solutions are leading practice and sustainable.
- Provide exceptional project management expertise and ensure an engaging, connected and well considered plan including risk assessment and implementation actions.
- Provide expert advice and recommendations regarding workplace relations matters and risk profiles, including enterprise agreement interpretation and application complexities, as well as management of complex cases, including industrial disputes.
- Provide pragmatic, professional and constructive advice to stakeholders, influencing actions and providing an appropriate consideration of risk.
- Create a sustainable climate of service excellence, encourage and support others to see situations from the customer's perspective and systematically measure customer satisfaction and implement improvement strategies to meet customer needs more effectively.
- Establish long-term partnerships with stakeholders, act as a trusted advisor, change direction in alignment with learnings and offer expert solutions and strategies that best serve the stakeholder's needs.
- Foster and encourage an environment in which creativity, innovation and diversity of thought are valued and rewarded. Empower people to question existing policies, processes and systems to improve or be more creative and innovative. Identify new or improved opportunities and processes in consultation with relevant stakeholders and recommend and implement appropriate actions to enable continuous improvement.
- Develop inclusive relationships with internal and external stakeholders in strategic areas and use external benchmarks to implement new strategies and develop new approaches to drive Deakin's performance.
- Role model high performance in stressful circumstances, foster positive attitudes to change, turn challenging situations into opportunities and coach others through adversity.

### Selection

- Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or Extensive experience and management expertise in Workplace Relations, Employment Law or similar; or an equivalent combination of relevant experience and/or education/training
- Deep knowledge of Australian workplace/industrial relations legislation and practices

### Capabilities

- **Navigates Complexity** makes sense of complex issues and responds insightfully
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes
- **Inspires Results** translates strategic priorities into reality, inspires outcomes through others
- **Innovates** creates an environment where creativity and innovation are valued
- **Leads Culture** creates transparent, engaged and inspiring cultures, leads culture change
- **Engages Others** establishes effective relationships to achieve shared goals

### Special Requirements

- This position may require the incumbent to occasionally work outside business hours
- This position will require the incumbent to travel from time-to-time to other campuses within Victoria
- This position requires the incumbent to hold a current Working with Children Check

**Note:** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.