

### Details

Area	People & Culture
Team	Partnering & Solutions
Location	Flexible, all campuses
Classification	HEW level 9
Reports to	Associate Director, Workplace Relations

### 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 Senior Consultant, Workplace Relations will manage and advise on employee relations issues and provide expert guidance on complex workplace matters, ensuring compliance with relevant legislation, and supporting a positive and equitable work environment. The role will contribute to the continuous improvement and application of workplace relations best practice by delivering assigned workplace relations related projects and initiatives and managing the implementation of employment related legislative changes.

Reporting to the Associate Director, Workplace Relations the will

- Provide expert advice on workplace relations matters, including enterprise agreement (EA) interpretation and analysis and management of complex cases, including industrial disputes.
- Represent the University in cases up to and including Conciliation. Prepare materials, correspondence and recommendations on approach.
- Provide pragmatic, professional and constructive advice to stakeholders, influencing actions and providing an appropriate consideration of risk.
- Prepare EA documentation for Fair Work Commission and actively contribute to good faith bargaining through EA negotiations, reviews and providing analysis and recommendations.
- Lead or support workplace investigations into allegations of misconduct, discrimination, harassment, or bullying and prepare reports and recommendations based on investigation findings
- Collaborate closely with team members to deliver training and coaching to managers and staff on workplace relations issues, including conflict resolution, grievance management, and compliance with workplace laws.
- Support the development of leadership and management capability in dealing with workplace relations matters.
- Establish and maintain strong relationships with key stakeholders, including Senior P& C Partners, People Services university leaders, NTEU and external legal advisors.
- Act as a trusted advisor on workplace relations strategy, risks, and opportunities for improvement.

### Accountabilities

- Use knowledge of key business drivers to inform the development of concepts and strategies and use information from a diverse range of people, groups and resources to make critical strategic decisions.
- Translate complex issues into clear and understandable goals and targets for Deakin and encourage and coach others to question traditional assumptions and review practices and policies
- Manage workloads and resources to deliver agreed outcomes and establish systems and procedures to guide work and track progress. Continually evaluate progress and re-prioritises work based on changing needs.
- Integrate multiple data sources to seek trends and analyse specific challenges. Discusses and understand broad constructs rather than concrete examples and implement solutions, evaluate effectiveness and adjust actions as required.
- Draw on a range of information sources to identify new ways of doing things and ways of being inclusive to ensure implementation of continuous improvement strategies in own work area. Use accepted theory and practices to develop and deploy continuous improvement actions.

- Set a positive example of achievement and inspire others to succeed with ethics and recognise and reward performance and behaviours that contribute to the delivery of results and high-quality outcomes that meet the needs of a diverse range of stakeholders.
- Gain stakeholder support and generate enthusiasm about change and develop a safe environment to express views and promote inclusive and respectful issue resolution.
- Provide tailored coaching to enable individuals to deliver high quality solutions and set clear standards of expected behaviour. Lead with values, ethics and emotional intelligence to grow team resilience, inclusion and performance. Actively look for opportunities to celebrate and reward outstanding performance.

### Selection

- Postgraduate qualifications and extensive relevant experience; or
- Extensive experience and management expertise in workplace relations or employment law; or
- An equivalent combination of relevant experience and/or education/training
- Knowledge of 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 may require the incumbent to travel from time-to-time 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.