

JOB DESCRIPTION

Employment Relations Consultant

ABOUT UNITING

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

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, mental health, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose

This role ensures that employment and industrial relations practices are aligned with Uniting's IR and People Strategies, and that industrial relations practices are defined and applied consistently across Uniting.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the ER Team within Employee Shared Services :

- You will be a subject matter expert with regard to employment and industrial relations to ensure legislative compliance across Uniting.
- You will provide specialist advice and support to HR Business Managers, the HR Business Partnering Team, the HR Advisory Team and the broader Customer People and Systems Team in relation not Enterprise Agreements, Modern Awards, legislative obligations and compliance requirements.
- You will have a thorough and practical understanding of contemporary industrial relations practice.
- You will have the capacity to represent Uniting's ER/IR interests with external stakeholders, including unions, employer associations and external agencies.
- You will have the knowledge and skills to undertake or oversee complex workplace investigations, legal matters and performance management.

- You will be able to demonstrate a thorough understanding of workplace legal matters and have working knowledge of the application of relevant legislation.

As the Employment Relations Consultant, your role specifically will:

- Assist in the research, drafting and application of all required Enterprise Agreements according to required timelines
- Provide timely advice and counsel, both written and verbal, in collaboration with the HR Business Manager teams and the broader CPS Team regarding enterprise agreements, awards and relevant legislation
- Source, analyse and evaluate research materials and provide professional advice regarding legislative implications of award and agreement clauses and inclusions
- Oversee the preparation of legal briefs and other documentation for submission to relevant Tribunals
- Deliver improved management efficiencies, and fair and equitable employee working arrangements through terms, conditions and clauses within Enterprise Agreements and industrial instruments
- Identify and manage change management requirements associated with the implementation of enterprise agreements across the whole organisation
- Maintain awareness of and fulfil responsibilities, authorities and accountabilities as defined by Uniting's health, safety and wellbeing management policies and procedures
- Participate and comply with all quality management systems and processes.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate:	Customer People and Systems
You'll report to:	Senior Employment Relations Consultant

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.

- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
 - **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.
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QUALIFICATIONS & EXPERIENCE

Qualifications:

Bachelor qualification in a relevant field or equivalent experience. Legal qualifications would be highly regarded but not essential.

Experience:

Typically, this role will require five or more years' experience in employment and industrial relations in a large, complex organisation. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Demonstrated experience in interpreting industrial instruments, including Awards and Enterprise Agreements.
- Demonstrated understanding of the application of HR Policies and procedures and how these apply in an ER context.
- Excellent interpersonal skills and an ability to communicate with staff at all levels of the organisation.
- An understanding of funding arrangements and their impact on Uniting's operations.
- A demonstrated familiarity with the Fair Work Commission and Industrial relations processes relevant to NSW and the ACT including the NES and the FWA.
- Demonstrated familiarity with State and Modern Awards applicable to the human services/not-for-profit/aged care industry sectors.
- High level communication skills, including written communication.
- Excellent negotiation skills.
- Experience interacting with Unions, employee representatives, bargaining representatives and other external stakeholders.

Even better:

- Demonstrated ability to interpret clauses across a range of Awards and Agreements and develop strategies to resolve potential conflicts and to identify and manage risks.
- A thorough understanding of employment relations processes, jurisdictional arrangements and the relative benefits of Awards and Enterprise Agreements for an organisation.
- Demonstrates an understanding of relevant Union strategies and practices, and the ability to effectively engage in tactical interactions with high level Union representatives
- Demonstrates high levels of written and verbal communication skills in the preparation and delivery of relevant documents, especially regarding legal dimensions of such communications
- Demonstrates a thorough understanding of the dynamics between the employer and workforce representative bodies, and of the forms of interplay between

them

- Demonstrates a thorough understanding of how employee relations can support or impede the achievement of broader organisational strategy

Employee Name:	Click here to enter text.	Manager's Name: Title	Allison Claxton Senior Employment Relations Consultant
Date:	Click here to enter text.	Date:	11 May 2022
Signature:		Signature:	