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| **Position Description** |

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| **Senior Workplace Relations Consultant** | |
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| **Position No:** | TBC |
| **Division:** | Human Resources |
| **Department:** | Workplace Relations |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 9 (HEO9) |
| **Employment Type:** | Fixed Term – one year secondment position |
| **Position Supervisor:**  **Number:** | Workplace Relations Manager  50110603 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**Senior Workplace Relations Consultant**

**Position Context**

The Workplace Relations Team provides strategic high level advice, service and leadership on Human Resource matters relating to complex employment matters and advice on legislative and policy requirements in a comprehensive manner to a broad range of staff and management in relation to HR activities.

Reporting to the Manager, Workplace Relations the Senior Workplace Relations Consultant is primarily responsible for the provision of expert advice and provision of lead consultancy, coaching and case management services on a range of employee and industrial relations issues to University management and HR Division clients.

**Duties include:**

* Act as a point of escalation for and deliver accurate and strategic operational workplace relations advice, consultancy, and lead case management services to the HR Division and senior management on a range of employee and industrial relations issues including:
  + Performance Management
  + Unacceptable behaviour/conduct
  + Workplace conflict
  + Grievances
  + Bullying
  + Disputes
  + Organisational Change
  + Management of Disciplinary matters
  + Employment Termination
  + Management of Probation
  + Workplace Policies and Procedures
  + Identify trends in issues and address for preventative action and early intervention
* Conduct and lead formal grievance investigations and investigate allegations of misconduct/serious misconduct, make findings and deliver and implement recommendations.
* Investigate, interpret and provide expert advice on a wide range of employee and industrial relations, legislative and Collective Agreement enquiries from the HR Division and University management.
* Actively review organisational change documentation and identify industrial impacts and manage to resolution. Identify and deliver strategic advice and consultancy to senior management and formulate change proposals in accordance with CA obligations. Consult with unions and ensure the implementation of organisational restructuring that mitigates any adverse industrial impact.
* Represent the University in communications with unions and other external organisations on workplace issues including proceedings before Fair Work Commission and other jurisdictions where required.
* Contribute to the education and dissemination of employee and industrial relations knowledge through:
  + providing coaching to managers and supervisors to enable them to effectively manage employee issues
  + developing training materials and conducting briefing sessions for managers and supervisors
  + formulation of information guides and intranet materials for use by staff, managers and supervisors
* Contribute to the negotiation of the Collective Agreement through:
  + Participating in the negotiation of the CA process
  + undertaking research and analysis of key provisions and
  + identify and provide recommendations on proposals
  + Delivering and supporting implementation activities
* Formulate and develop strategies and policies to support the implementation and provisions of the CA including effective communication with all areas of the University.

**Key Selection Criteria may include:**

**Essential**

* A degree with extensive experience in employee and industrial relations and/or human resources or similar role, with a demonstrated track record in:
  + Providing high level strategic consultancy, advice, coaching and guidance to senior managers in matters of employment law and workplace relations.
  + Demonstrated experience in analysing, prioritising and leading the management and resolution of complex staff matters, with a focus on identifying and mitigating risk.
  + Substantial experience in managing people issues. A detailed knowledge of contemporary human resource strategies and legislative and industrial frameworks for employee and industrial relations.
  + Proven negotiation skills, strong analytical skills, creative problem solving abilities, excellent conflict management skills and relevant experience in the application of these skills with the ability to manage competing priorities.
  + Demonstrated experience in project management, research and preparation of complex and detailed reports and briefing papers.
  + Highly developed interpersonal, written and verbal communication and presentation skills. Proven ability to deliver communication to senior managers, develop and maintain strong relationships and stakeholder management with colleagues, University management and staff at all levels.
  + Ability to exercise judgement and manage sensitive and confidential issues. Demonstrated ability to operate independently and as part of a team with a focus on providing high quality customer service to clients
  + Representation and advocacy before the Fair Work Commission or other industrial forum

**Desirable**

* Experience in implementing significant organisational change programs in complex environments.
* Experience and knowledge of the University sector and current issues and trends confronting the sector

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: GS Date: July 2017