



POSITION DESCRIPTION

Position:	Workplace Relations Coordinator
Work Area:	People and Culture
Classification:	Level 6
Supervisor:	6572 Associate Director, Workplace Relations and Business Partnering

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF PEOPLE AND CULTURE

People and Culture is a strategic partner supporting the University by providing skilled advice and quality services to attract, develop, motivate and retain a diverse workforce. We do this with an emphasis on engagement based on consultation and communication with the university community and we provide leadership in creating an inclusive, supportive and healthy work environment to enhance the quality of work life for all employees.

PRIMARY OBJECTIVES OF THE POSITION

1. Support workplace relations initiatives and projects that advance the UniSC workplace relations framework.
2. Promote a healthy, safe and compliant workplace in accordance with legislation, Enterprise Agreements, organisational policies, workplace health and safety and equal employment opportunity.
3. Provide advice and recommendations to stakeholders on workplace and industrial relations issues and other People and Culture matters.
4. Contribute to the provision of client support and the development and implementation of initiatives aimed at improving efficiency.



NATURE AND SCOPE OF POSITION

Reporting to the Associated Director of Workplace Relations the Workplace Relations Coordinator works closely with the Workplace Relations and Business Partner (WRBP) team to facilitate the delivery of operational and strategic people goals. We do so by partnering with line managers across UniSC on people matters. The Workplace Relations Coordinator is a key member of the WRBP team and provides guidance, support and timely expert advice on aspects of HR relating to the employer/employee relationship and day-to-day application of UniSC policies, practices and industrial instruments. Complex ER matters are referred to senior WRBP team members and there are opportunities for the Workplace Relations Coordinator to develop and expand their skills in this team.

KEY ACCOUNTABILITIES OF THE POSITION

1. Support the delivery of key performance indicators and the People & Culture Strategic Plan and Operational Goals and Objectives
2. Provide first level P&C advice and support to key UniSC clients including managers, supervisors and staff members, and prepare advice and responses for the WRBP team. This includes advice on minor grievances and low-level disciplinary matters, and accurate and timely guidance on the management of staff matters and implementation of employment conditions.
3. Support the WRBP team with case work including investigations, informal local level grievances, cultural reviews, Public Interest Disclosures and Crime and Corruption Commission assessments, and preparation of correspondence and associated material.
4. Assist the WRBP team to build capacity and knowledge at UniSC around compliance with statutory obligations to mitigate industrial and workplace relations risks.
5. Work collaboratively with the P&C team to ensure integrated and consistent service provision.
6. Contribute to policy documents' review to foster strategic and effective P&C practices at UniSC, and to the design of strategies to facilitate policy implementation.
7. Assist the WRBP team to collate, maintain, analyse and distribute workforce data and reports.
8. Review, assess and action conflict of interest declarations for UniSC using the designated recording system.
9. Monitor joint WRBP email inboxes daily and respond or triage queries as required to the broader people team
10. Assist with the classifying of new and existing positions in accordance with internal and external benchmarking and industrial agreement descriptors.
11. Perform general administrative tasks including documenting and circulating minutes of meetings, exit interviews, updating the intranet, collating material for legal matters, assisting with case management and filing.
12. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

Essential

1. Tertiary qualifications in Human Resources or a related field with subsequent experience as an HR Coordinator or Advisor in a medium to large organisation.
2. Previous experience providing workplace relations and contemporary human resource advice, interpreting Enterprise Agreements and a good working knowledge of the Australian industrial framework.
3. Experience in engaging and influencing stakeholders effectively with the ability to build rapport and effective relationships.
4. Highly developed organisation, communication and interpersonal skills.
5. The ability to interpret, analyse, problem solve, advise and report on a range of strategic and operational P&C matters.
6. Proficiency in MS Office applications.

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.