

Position Description

Title	Senior Workplace Relations Advisor
Business Unit	People and Culture
Location	Flexible
Employment type	Full Time Ongoing
Reports to	Senior Manager, Workplace Relations

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

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

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Senior Workplace Relations Advisor will provide employee relations support and advice across Uniting. Working closely with the Senior Manager Workplace Relations, this role will play a key part in supporting the development and maintenance of various components of Uniting's Workplace Relations framework.

This position will also:

- Be a key specialist member of both workplace relations and operations project teams as required
- Play a key role in upskilling our People & Culture team and leaders across Uniting in the area of Workplace Relations

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Workplace Relations & Injury Management Team

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- Quality and Compliance (incl safety and incident and investigations)
- People and Culture Business Partners, Payroll & HR Operations
- Project resources
- Operational & Front-Line Leaders
- Executive and Senior Leadership Group (SLG)

External

- Employer representatives (incl: Jobs Australia and VECCI)
- Unions (incl: ASU, HACS AU, AEU, United Voice and ANMF)
- Tribunal, commissions, Fair Work Commission, Fair Work Ombudsman
- Legal Providers

4. Key responsibility areas

Employee Relations Advisory

- Provision of Employee Relations related advice to stakeholders
- Provide advice and interpretation on legislation, Modern Award's, Pre-Modern Award's (as incorporated into Enterprise Agreements), Enterprise Agreements, employment terms and conditions and other employment regulations and advice and interpretation of Workplace Relations and People & Culture policies, process and procedures
- Support the People & Culture team with the management of investigations, performance management, disciplinary and misconduct, non-work related injury management/RTW and employee grievances and complex employee matters
- Manage escalated complex Employee Relations cases, misconduct, non-work related injury management/RTW and Investigations as required
- Provide specialist Employee Relations advice and act as the role of Subject Matter Expert on projects
- Support Uniting, including Payroll, HR connect and People & Culture, to ensure compliance with industrial instruments, legislation and other employment related regulations as applicable
- Conduct and Support Pay audit's and reviews as required

Dispute Resolution and Grievance Management

- Facilitate mediations and grievance resolution processes if requested
- Prepare responses on behalf of Uniting to Fair Work Commission matters including Unfair Dismissals, Adverse Action claims, discrimination claims and workplace bullying matters
- Represent Uniting in various external tribunal and commissions
- Support the Senior Manager Workplace Relations with matters at the Fair Work Commission, Human Rights Commission or other external tribunals
- Represent Uniting in mediations with the Fair Work Ombudsman.

Workplace Relations Framework and Capability Building

- Support the planning, communications and negotiation of Enterprise Agreements (both single and Multi-Employer agreements)
- Development, training and maintenance of Workplace Relations People & Culture policies and procedures
- Development and delivery of various Workplace Relations toolkits, processes, procedures and templates (for example to support the performance management process) and delivery of related education sessions and upskilling
- Coach and develop the People & Culture business partners in the management of workplace relations cases, investigations, grievance management and disciplinary processes

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- Maintain up to date knowledge in employment relations legislation, modern awards, industrial instruments and other developments in the area of Workplace Relations and Support the People & Culture department to maintain up to date knowledge in the area of employment relations including legislative change and developments in case law.

People and teams

- Provide leadership to the organisation in leading Workplace Relations practices and effective management of employment related risks
- Provide support, guidance, coaching, leadership, and empowerment to the broader people & culture team in the area of Workplace Relations
- Promote and maintain a positive, respectful and enthusiastic work environment

Legal requirements & risk management

- Ensure Uniting is compliant with all our employment law obligations
- Ensure all legal, funder and statutory requirements pertaining to the position are met
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to the Senior Manager Workplace Relations and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

5. Performance indicators

- To be agreed with line manager

6. Person specification

Qualifications

- Degree in Industrial Relations, Human Resource Management, Employment Law or a related discipline (Essential)
- Bachelor or Master of Law, specialising in employment law (Desirable)
- Conciliation and mediation qualifications or certificate in alternative dispute resolution (Desired but not essential)

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Experience

- Demonstrated experience as a senior workplace relations specialist
- Strong knowledge of workplace, employment related and OHS legislation and regulation
- Extensive experience managing and advising on complex ER cases
- Extensive experience in interpreting and working with Enterprise Agreements and Modern Awards
- Experience preparing responses and representing employers in external tribunals such as the Fair Work Commission

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
 - **Technical Skills:** strong technical skills in the area of Employee Relations and Employment Law.
 - **Stakeholder management:** ability to understand, relate to and influence diverse and difficult stakeholder needs in a time of complex and rapid change.
 - **Influence and negotiation:** Ability to give and gain cooperation and influence decisions makers in a large complex organisation and to negotiate with unions and employees.
 - **Problem solving:** Capability, discretion and sound judgement in managing complex matters and making commercial decisions.
 - **Priority Setting:** Able to manage conflicting priorities, stakeholder demands and cases to ensure higher priority issues are resolved before escalating.
 - **Initiative:** high level of initiative and ability to work independently as well as demonstrated ability to work collaboratively with a range of stakeholders.
 - **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
- Communication:** Outstanding verbal and written communication, ability to relate meaningfully to people at all levels and communicate complex technical matters clearly and succinctly.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: