

POSITION DESCRIPTION



Position	People and Culture Advisor, Employee Relations
Level/Classification	H0607
Reports to	People and Culture Manager, Employee Relations
Unit	Employee Relations
Directorate	People and Culture
Positions Supervised	Nil

Position Purpose

The People and Culture Advisor, Employee Relations provides guidance and support in navigating a variety of employee relations matters. This role is instrumental in fostering positive workplace relationships, promoting adherence to University policies and procedures, and ensuring compliance with relevant employment laws and regulations. The People and Culture Advisor, Employee Relations conducts investigations, facilitates conflict resolution, and delivers training programs to promote a culture of fairness, respect, and accountability within the University.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

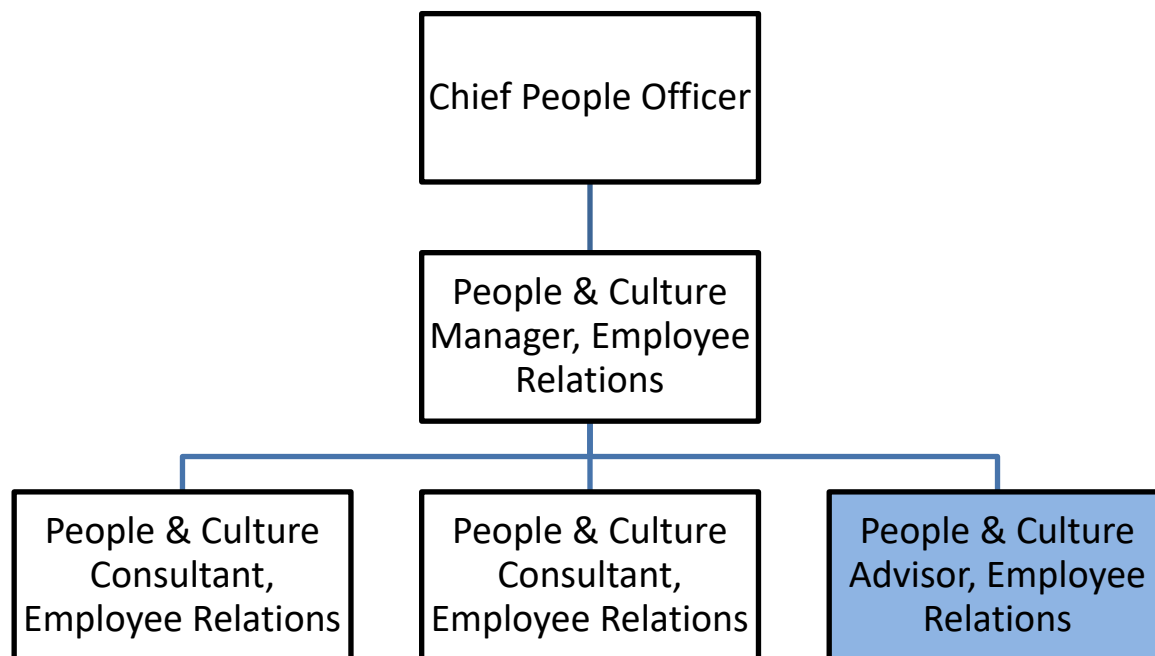
The People and Culture team is an integral part of the business strategy and decision-making process focusing their efforts on strategic and operational programs and services that supports staff and organisational objectives.

We develop partnerships based on trust and integrity to foster excellence, engagement and fairness, as we work to strengthen the University's ability to recruit and retain high quality staff and develop a culture that encourages and supports academics and professional staff to reach their full potential.

Staff within the People and Culture Office will actively demonstrate:

- Customer centricity and a solution orientated approach;
- Prompt, efficient and quality service;
- Respect confidentiality and act with integrity in all matters;
- A positive approach to achieve the best possible outcomes;
- Close working relationships with the Colleges and Offices to identify needs and assist in servicing them;
- Respectful and courteous at all times.

Reporting Relationships



Key Responsibilities/Duties

1. Collaborate closely with the People and Culture Office and Workplace Health, Safety and Wellbeing Office for effective case management and resolution.
2. Provide high-quality, accurate advice and guidance on internal employee relations matters to stakeholders across the university.
3. Assist with Employee Relations projects and provide expert advice across PCO and WHS projects as required.
4. Undertake research and assist with the development of briefing papers for internal use by management and for external organisations on all ER matters.
5. Support the development and review of policies, procedures, and frameworks for the People and Culture Office.
6. Assist with the development relevant workplace relations learning and development needs across the University and lead the delivery of targeted programs.
7. Foster positive relationships relevant unions on campus as well as internal and external committees and other external bodies, maintaining a constructive relationship to facilitate collaboration, open communication and negotiation as required.
8. Conduct research and assist with documents and submission for matters before the industrial tribunals and other external forums.
9. Provide assistance to the Employee Relations team with Enterprise bargaining negotiations with Unions and other external organisations.
10. Foster a collaborative and integrated approach within the department and with other relevant teams.

Selection Criteria

Essential

1. Bachelor's degree in Human Resources, Law, or related field.
2. At least 2-3 years of progressive experience in employee relations, with a strong understanding of HR principles and practices.
3. An understanding of the principles of interpretation and application of legislation, industrial instruments and policy
4. Interpersonal skills and ability to work in a collaborative fashion, building trust and credibility through positive working relationships and outstanding client service.
5. Developed written communication skills, demonstrated capability to produce professional reports and recommendations at high levels, policy development, implementation, and review.
6. Knowledge of contemporary ER and HR practice and procedures, particularly in the field of ER.
7. Ability to work collaboratively in a team-oriented environment.
8. Commitment to upholding University values and promoting a positive workplace culture.

Desirable

1. Experience in a large, complex organisation or higher education institution.
2. Cert IV in Training and Assessment.
3. Workplace Investigation certification.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results. All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.