

# POSITION DESCRIPTION



<b>Position</b>	Employee Relations Consultant
<b>Level/Classification</b>	HEW0808
<b>Reports to</b>	PCO Manager Employee Relations
<b>Unit</b>	
<b>Directorate</b>	People and Culture Office
<b>Positions Supervised</b>	Nil

## Position Purpose

The Employee Relations (ER) Consultant will play an integral role as part of the Employee Relations Team. This position will support with complex case management, as well as providing strategic, technical and specialist advice and input into a diverse range of ER issues and projects.

## 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 Bididi. 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:

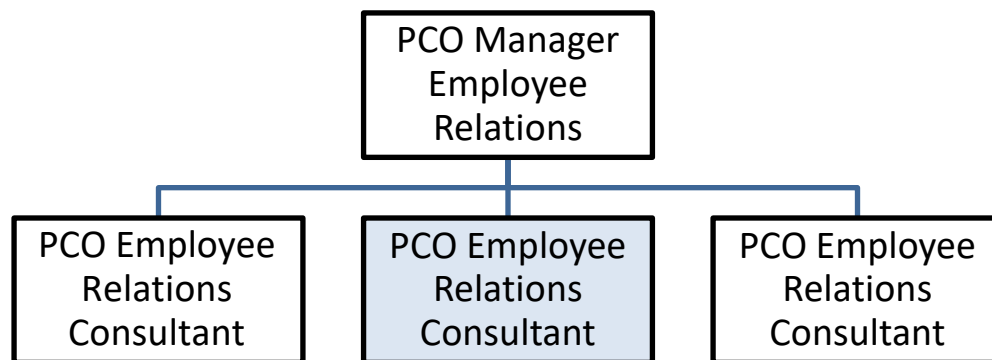
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

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 Office 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.

## Reporting Relationships



## Key Responsibilities/Duties

1. Provide strategic, tactical, and specialist advice to the People and Culture office on a diverse range of ER issues.
2. Managing and investigating complex cases relating to performance, conduct, fitness for work, grievances and disclosures under the National Higher Education Code to Prevent and Respond to Gender-based Violence.
3. Ensure compliance with relevant legislation, industrial instruments, and policies, as well as proactively identifying issues and proposing solutions
4. Undertake detailed research and analysis and actively participate in the formulation of ER strategies and plans, including preparing papers, advice, and presentations.
5. Support the University's enterprise bargaining strategy, including to undertake consultation and/or negotiation with the relevant union(s)
6. Provide support to any University projects, such as organisational change, policy reviews and remediation.
7. Develop and maintain effective working relationships with key stakeholders including all levels of management, the People and Culture Office and relevant union representatives.
8. Undertake consultation and/or negotiation with the relevant union(s) as required including on enterprise bargaining, organisational change, policy changes and issue resolution.
9. Participate in the development, review and monitoring of policies and procedures to promote and maintain positive employee relations, good practice, and legislative compliance.
10. Carry out, and assist with, other duties as required.

## **Selection Criteria**

1. Relevant tertiary level qualification in law or industrial/employment relations.
2. Extensive experience in employee/industrial relations in a complex environment.
3. Demonstrated experience in advising and coaching on complex case matters including misconduct, performance, grievances, and disputes.
4. Highly developed technical skills, including knowledge of legislation, industrial awards, and case law, as well as the ability to research, interpret and apply these.
5. Problem solving skills, including the ability to proactively identify issues and to propose solutions that address industrial risks and operational considerations.
6. High level of communication skills particularly in the preparation and presentation of written material, particularly industrial advice, and risk assessments.
7. Experience in, or demonstrated understanding of, the enterprise bargaining process.
8. Proven negotiation and conflict resolution skills, including ability to identify and analyse problems, formulate appropriate courses of action and recommendations, and support implementation.
9. Ability to identify strategic HR related issues/risks/opportunities/process improvements, think laterally and apply analytical, qualitative and research skills to develop appropriate/compliant creative strategies and initiatives.
10. Strong resilience and drive to work in a challenging and at times, high pressure environment.
11. Demonstrated ability to effectively manage time/projects, competing high priorities, stakeholder expectations and deliver tasks within deadlines.

## **Desirable**

1. Familiarity with the Higher Education sector and employee relations environment.
2. Experience in working in large complex organisations/industries.
3. Experience in working a project delivery environment.

## **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 Criminal Record Screening Procedure.
3. Ability to work outside of normal office hours when required.

## General Obligations

While performing 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.*