

# Employee Relations Advisor Position Description

<b>Reporting to:</b>	Head of HR Operations	<b>Work location:</b>	Melbourne or anywhere in Australia
<b>Department:</b>	Group Operations	<b>Budget holder:</b>	No
<b>Team:</b>	People and Culture	<b>Direct reports:</b>	Nil

## Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

### Position Overview:

The Employee Relations Advisor will ensure Save the Children Australia has a robust set of processes, tools and templates to manage Employee Relations matters, including conduct and underperformance, disciplinary and grievances. This role will work closely with key stakeholders including 54reasons, SCA's Australian Programs Division, to uplift and streamline ER management processes and capabilities. As an Employee Relations SME this role is responsible for developing frameworks and resources for consistent organisational use across Australia and the Pacific. The role will advise and assist on complex ER matters enterprise wide as required and will ensure all SCA practices comply with Australian employment laws and regulations.

### Key Responsibilities:

#### ER Framework, Policy, Processes, Tools and Templates

- Assist in the review, revision and implementation of SCA's key employee relations policies and procedures to ensure they align with legal requirements and best practices. Including but not limited to approaches to managing underperformance, misconduct, disciplinary procedures and grievances.
- Ensure SCA's ER tools, templates and processes comply with Australian and Pacific industrial relations legislation, including Fair Work Act, Modern Awards
- Review and refine (or augment) key ER tools and templates for use by the People and Culture team and Line Leaders, including but not limited to: handling underperformance, responding to conduct concerns, handling simple disciplinary matters and responding effectively to grievances
- Review and ensure the P&C operating model has the right response frameworks for ER matters
- Support the review and go forward approach to SCA's Industrial Instruments, including analysis of comparative offerings and key clauses across current agreements, liaise with impacted and support teams to model proposals
- Develop leader resources and references to enable leader-led interpretation of Award, EA and Fair work provisions for their teams and management of ER matters accordingly, escalating only as required to P&C team.

#### Management Capability- Training, Coaching and Development

- Provide training and support to managers on industrial relations and employee relations matters.
- Review and develop suitable manager training and performance support materials that enable managers to handle simple underperformance and conduct matters in a consistent and professional manner.
- Keep up to date on changes in laws and regulations impacting workforce and employment and share updates with P&C team and Senior Leaders

## ER Case Management

- **Advisory Services:** Provide expert advice to management and employees on complex employee relations matters, including management of under-performance, conduct, grievance and dispute resolution.
- **Support preparation** for Fair Work claims, including managing responses in partnership with the Legal team, attending mediation and where appropriate propose and manage settlements.
- **Grievances:** support and coach senior leaders to respond appropriately to employee grievances in a timely manner
- **Employment advice:** Review Fit2Work Disclosable Court Outcomes (DCO) and advise on risk associated with employment
- **Reporting and Documentation:** Develop reporting templates and maintain accurate records of employee/industrial relations activities and cases, including disputes, grievances, agreements, and correspondence. Prepare reports and updates for senior management with data analysis, insights and recommendations.

## Other Advisory

- **Restructures, Program Closures, New Program establishment:** Provide ER advice on people impacts & wage/salary related budget considerations of restructures, program closures, and new program establishment in 54r and work with Head of People and Culture 54r & other Business Partners to coach and support leaders with communication and transition planning in larger scale projects.

## Leadership

- Lead by example and actively foster a team culture of inclusion, agility, client centricity, continuous improvement, and performance.
- Build and maintain positive relationships with internal and external stakeholders, including leaders and employee representatives where required, setting the tone for engagement at all levels.
- Act as an advocate for SCA and leverage sector networks to improve ER capability within SCA
- Ensure effective working relationship with partner teams, including Legal, Payroll
- Role model our SCA Values and lead by example on aspects of team health, safety and well being
- Champion a child safe environment at the workplace and safeguard children's rights, always acting in the best interests of children Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Comply with the SCA Code of Conduct, organisational Policies and Codes

## Here you'll belong

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It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

### Essential knowledge or experience

- **Education:** Bachelor's degree in Human Resources, Industrial Relations, Law, or a related field. A postgraduate qualification or professional certification in industrial relations is advantageous.
- **Experience:** Minimum of 5 years of experience in industrial relations or a related field, preferably within a Community Services organisation with geographically dispersed and diverse workforce. Proven track record in handling complex industrial relations issues. Work in complex, remote and culturally diverse environments would be well regarded
- **Knowledge:** In-depth understanding of Australian industrial relations laws, regulations, and best practices. Familiarity with Modern Awards, Enterprise Agreements, and Fair Work Commission processes.
- **Skills:** Strong analytical, negotiation, and conflict resolution skills. Excellent communication and interpersonal abilities, with the capacity to work collaboratively with diverse teams.
- **Personal Attributes:** Professional, ethical, and proactive. Demonstrated ability to manage sensitive issues with discretion and integrity.

- **Cultural Awareness:** Experience working in remote communities and cultural expertise with Aboriginal and Torres Strait Islander workforces would be highly valued.

#### **Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required    **Travel:** Minimal

**Working with Children Check:** Required    **Assets:** Laptop