



POSITION DESCRIPTION

Position	Employee Relations Consultant		
Position Number	2355A01	Level/Classification	HEW0808
Reports to	Senior Employee Relations Consultant		
Unit	People and Culture Partnerships		
Directorate	People and Culture Office		
Positions Supervised	Nil		

Position Purpose

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

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavour, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

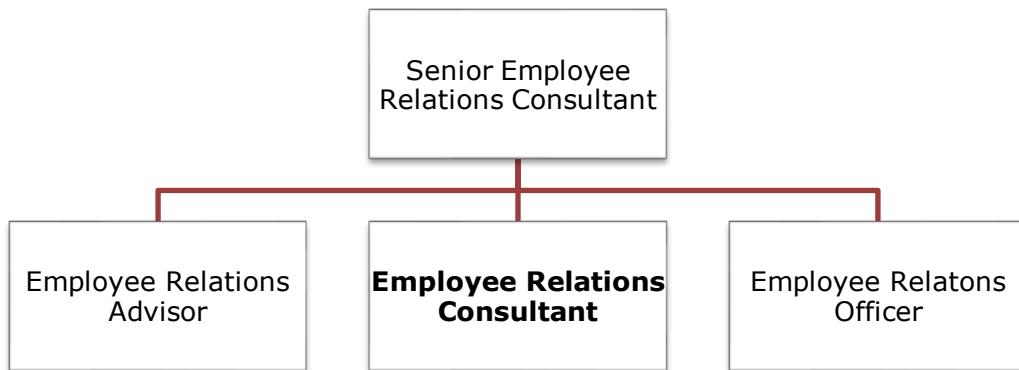
We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

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.

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. Management of complex cases relating to performance, conduct, fitness for work and grievances, including conducting workplace investigations.
3. Provide guidance and direction to the ER Advisor and ER Officer positions, and act as a point of escalation for case matters.
4. Ensure compliance with relevant legislation, industrial instruments, and policies, as well as proactively identifying issues and proposing solutions
5. Undertake detailed research and analysis and actively participate in the formulation of ER strategies and plans, including preparing papers, advice, and presentations.
6. Support the University's enterprise bargaining strategy, including to undertake consultation and/or negotiation with the relevant union(s)
7. Provide support to any University projects, such as organisational change, policy reviews and remediation.
8. Assist the Senior Manager Employee Relations and Senior Employee Relations Consultant with complex or sensitive industrial issues, disputes, and case management work.
9. Develop and maintain effective working relationships with key stakeholders including all levels of management, the People and Culture Office and relevant union representatives.
10. Undertake consultation and/or negotiation with the relevant union(s) as required by the Senior Employee Relations Consultant, including on enterprise bargaining, organisational change, policy changes and issue resolution.
11. Participate in the development, review and monitoring of policies and procedures to promote and maintain positive employee relations, good practice, and legislative compliance.
12. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

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

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

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose

- Excellence and Future-focus

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 are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.