



POSITION DESCRIPTION

Position	Employee Relations Officer		
Position Number	2901A01	Level/Classification	HEW0505
Reports to	Senior Employee Relations Consultant		
Unit	Partnerships		
Directorate	People and Culture		
Positions Supervised	Nil		

Position Purpose

Under close direction of the Senior Employee Relations Consultant, the Employee Relations (ER) Officer will provide general support to the Operational Employee Relations team.

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 a student body of more than 18,000 and over 2,000 employees, the University has 3 campuses in the Perth metro area and Centres in Singapore, Malaysia and Dubai. Murdoch University is deeply committed to both its immediate local and international regions and has strong links to government, business and the community.

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

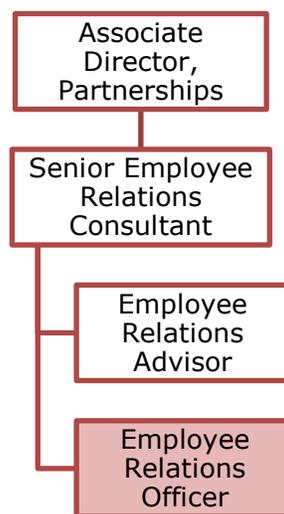
The People and Culture team is an integral part of the business strategy and decision-making process focusing their efforts on strategic and operational programs and services that supports staff and organisational objectives.

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.

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 courtesy at all times.

Reporting Relationships



Key Responsibilities / Duties

1. Undertake preliminary research and assist with the provision of advice and interpretation on legislation, Modern Award's, Enterprise Agreements, employment terms and conditions and other employment regulations, including People and Culture policies, process, and procedures.
2. Assist the Employee Relations team with the administration and support of investigations, performance management, disciplinary and misconduct, non-work related injury management/RTW and employee grievances. This includes the development of internal processes and guides.
3. Assist in the recording and preparation of employee relations case management data for reporting to internal and external stakeholders.
4. Assist the Senior Employee Relations Consultant and team with the development and maintenance of People & Culture policies and procedures.
5. Assist the Senior Employee Relations Consultant with the development and delivery of Employee Relations related education sessions and upskilling.
6. Maintain up to date knowledge in employment relations legislation, modern awards, industrial instruments and other developments in the area of Employee 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.

7. Develop and maintain effective working relationships with key stakeholders including all levels of management, the People and Culture Office and relevant union(s) representatives.
8. Undertake detailed research and analysis and participate in the formulation of ER strategies and plans, including drafting supporting documentation.
9. Identification of issues and ensuring compliance with legislative instruments.
10. Other duties as directed by the Senior Employee Relations Consultant.

Selection Criteria

Essential

1. Relevant tertiary level qualification or suitable experience in employee/industrial relations.
2. Experience in, or demonstrated understanding of, the Australian industrial relations framework.
3. A high standard of communication; particularly in the preparation and presentation of written material.
4. Good organisation and time management skills, with the ability to prioritise tasks and manage multiple deliverables.
5. Ability to exercise good judgement and to maintain confidentiality around all people matters.

Desirable

1. Familiarity with the Higher Education sector and relevant industrial relations issues would be an advantage.

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.