

## POSITION DESCRIPTION

<b>Position Title</b>	Senior Employment Relations Consultant		
<b>Organisational Unit</b>	The People and Capability Directorate		
<b>Functional Unit</b>	Employment Relations		
<b>Nominated Supervisor</b>	National Manager, Employment Relations		
<b>Classification</b>	HEW 9		
<b>CDF Level</b>	HEW 9 CDF1	<b>Position Number</b>	10612100
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	14-FEB-2024

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## **ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE**

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The People and Capability Directorate delivers employment related services to all staff and supports the strategic objectives of the University. People and Capability delivers the staff (user) employment experience throughout a staff members appointment at the University. This means designing, implementing and management of a comprehensive range of workplace, people, and workforce programs and initiatives. People and Capability is business focused and partners with the organisation to achieve strategic and change outcomes. Effective support and advice to staff is provided through a range of organisational and Human Resources business systems and processes, effective management of employment arrangements, records, timely management of remuneration matters.

## **ABOUT EMPLOYMENT RELATIONS**

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The unit is responsible for the development of the necessary employment relations frameworks within which People & Capability provides advice, designs processes and delivers services. These frameworks implement the comprehensive range of employment Legislation, Regulations, Industrial Instruments, Standards and Codes of Practice.

The Employment Relations team focuses on employment relations strategy, frameworks, processes, case management, and achieving positive outcomes for the University and its staff. The predominant clients of the Employment Relations unit are senior officers of the University, managers and P&C staff.

The main areas of focus for the Employment Relations team include:

- escalated complex case management, including representation of the University in relevant jurisdictions;
- ER strategy for the University including enterprise bargaining strategy, ER operating environment, process flow charts, supervisor and/or officer awareness, risk and education frameworks for interventions, investigations and resolution / settlement of escalated matters;
- P&C policy development, review and oversight arising from the enterprise agreement, industrial legislation and other employment related matters;
- management of the relationship with the union on workplace matters and the enterprise agreement, including oversight of the implementation of initiatives arising from the enterprise agreement and handling of disputes;
- provision of continuous learning and education for P&C staff.

## **POSITION PURPOSE**

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The Senior Employment Relations Consultant provides high level support and advice to university management and People & Capability (P&C) staff on employment relations (ER) matters. Utilising expert knowledge in employment and industrial legislation, the position actively contributes to the development and implementation of ER strategies, enterprise bargaining and HR and other related policies and procedures in alignment with the University's strategic direction and employer responsibilities and obligations.

The Senior Employment Relations Consultant will case manage and support processes for unsatisfactory performance, misconduct and complaints, including preparing misconduct investigations and representing the University in the Fair Work Commission in matters as they relate to unfair dismissal, general protections and bullying. This will also involve managing relationships with a range of internal and external stakeholders, particularly the University's relationship with unions.

## KEY RESPONSIBILITIES

### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Recommend Employment Relations strategies, plans and processes to support the University's strategic direction and priorities.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Establish and maintain relevant ER frameworks (standard operating procedures) for use by the University and to support a consistent level of P&C service and support.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Resolve complex issues as requested by staff across P&C to support the team in providing high level service and fulfill commitments to clients.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Prepare and run cases in relevant workplace jurisdictions in consultation with delegated officers of the University.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Case manage and support processes for unsatisfactory performance, misconduct and complaints including complaint and misconduct investigations. This includes supporting processes to implement approved remedies, disciplinary action and representing the University in the Fair Work Commission in matters related to unfair dismissal, general protections and bullying.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop, update and manage the implementation of principle-based ER policies and procedures to support the strategic direction and fulfill legislative, industrial and employer responsibilities and obligations of the University.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Research and develop proposals for enterprise bargaining and higher education policies that are consistent with the University's Strategic Plan and related planning instruments, and compliant with relevant legislative requirements.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

<b>Responsibility</b>	<b>Scope</b>
Provide strategic advice and recommendations about workplace matters involving the unions, including the implementation of the Enterprise Agreement.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Oversee the development of the implementation plan and relevant initiatives arising from the enterprise agreement(s).	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
<p>Work with all parties to achieve resolution of disputes and grievances by providing support to grievance managers across the University, consistent with the University's Mission.</p> <p>Provide a proactive ER presence in working groups and committees such as Academic Workloads Committee, ACU Staff Consultative Committee, enterprise bargaining committees.</p> <p>Prepare and deliver presentations and information sessions on ER topics for relevant staff and managers within the P&amp;C Directorate and within the University as requested.</p>	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

## HOW THE ROLE OPERATES

The position will have the freedom to implement changes to policies; processes and procedures based on their expertise.
The position requires resilience and adaptability to be able to respond to changes in the sector and business landscape and identify areas of improvement.
The position requires negotiation skills.
This position does not have managerial responsibilities.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - Tertiary qualification in Employment Relations, Human Resource Management, or a related area with substantial relevant practitioner experience, together with progress toward a postgraduate qualification (or equivalent combination of education and relevant experience). Experience in employment relations in the higher education sector is highly desirable.</li> <li>• Knowledge - Extensive knowledge and understanding of employment and industrial legislation in all jurisdictions and capacity to represent the University in relevant employment related jurisdiction.</li> <li>• Skill - Highly developed interpersonal, relationship management and conflict resolution skills in order to liaise, consult, and negotiate with and influence a wide range of people internally and externally to the University.</li> <li>• Experience - Experience in interpreting and advising on industrial instruments and employment regulations, the case management of staff matters, and in applying a strong knowledge of policies,</li> </ul>
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	<p>procedures, legislation, and case law to complex issues.</p> <ul style="list-style-type: none"> <li>• Experience - Experience in providing effective and integrated employment relations-based business solutions that support strategic and operational outcomes.</li> <li>• Skill - Strong analytical and problem-solving skills.</li> <li>• Skill - Strong planning and organisational skills, with the ability to manage competing priorities, to achieve required outcomes for the business and meet deadlines.</li> <li>• Experience - Evidence of regular professional development to maintain currency of employment relations matters and legislation.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> <li>• Make informed, evidence-based decisions by sourcing and interpreting University and business information.</li> </ul>
<b>Essential Attributes:</b>	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
<b>Working with Children and vulnerable adults check</b>	<p>This role does not require a Working with Children Check.</p>

## REPORTING RELATIONSHIPS

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For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

