

<b>POSITION</b>	Senior Coordinator Employee Relations
<b>SECTION</b>	People and Culture
<b>DEPARTMENT</b>	Corporate Services
<b>BUDGET SUBJECT</b>	234
<b>POSITION NO.</b>	BCC482
<b>POSITION TYPE</b>	Full-time
<b>REPORTS TO</b>	Manager People and Culture
<b>POSITION GRADE</b>	Band 3 Level 4 <u>Salary System</u> Grade 19
<b>DATE</b>	August 2016

#### POSITION PURPOSE:

- Assist Manager People and Culture to:
  - Build a constructive employment relations environment across Council
  - Develop the Employment Relations Strategy for Council
  - Develop Council's strategy for the ongoing development of the Enterprise Agreement and lead negotiations
  - Resolve industrial disputes and matters as they arise.
  - Provide coaching and support to the General Manager, Directors, Senior Managers and People and Culture team on employment relation matters
  - Deliver information sessions to the broader business on employee and industrial relations matters.
  - Develop organisational policy and procedures.
  - Implement and oversee the Drug and Alcohol Program.
- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the Workplace Health and Safety (WHS) Management System to ensure a safe place of work.

#### Selection Criteria

- Tertiary qualifications in Human Resources, Employee Relations, Employment Law or deemed equivalent.
- Minimum 8 years' experience in similar roles.
- Demonstrated experience in resolving industrial matters and disputes

- Demonstrated negotiation and influencing skills with prior experience in negotiating Enterprise Agreements
- Demonstrated experience in policy development and implementation
- Demonstrated experience in leading and coaching a team
- Demonstrated experience in coaching and mentoring senior managers on employment relation matters
- Current Class “C” driver’s licence.

#### AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position. The incumbent’s authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

#### KEY ACCOUNTABILITIES:

- Lead the development of a constructive employee relations culture through the development and application of proactive strategies that minimise industrial disputation and increase employee engagement and productivity.
- Provide sound advice and proactive support to management on employee and industrial relations matters.
- Play an active role in the dispute settlement process within Council by developing, implementing and maintaining procedures that ensure awareness of responsibilities by all staff in employment issues.
- Representation on behalf of Council before appropriate Industrial Tribunals and arrange briefs to employer associations and or advocates.
- Lead the development and negotiation of the Enterprise Agreement.
- Develop organisational policies
- Oversee the Drug and Alcohol Testing Program.
- Contribute positively to the process of managing change across the organisation.
- Remain current of contemporary Human Resources issues, strategies and developments related to industrial and employee relations.
- Supervise and lead HR team members.
- Development reports and correspondence as required.

#### WHS:

- Act in accordance with the NSW WHS Act 2011, WHS Regulation 2011 and the WHS Management System.
- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area.

- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- WHS001- Matrix is attached.

**Corporate:**

- To commit to and embrace the objectives of Blacktown City 2030 – City of Excellence, and to be accountable for participating as appropriate in the allocated program of works designed to deliver on the identified objectives as directed.

**Equal Employment Opportunity (EEO):**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

**Environmental Sustainability:**

- Act in accordance with the Protection of the Environment Operations Act 1997 (NSW), the Local Government Act 1993 (NSW) and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

**DUTIES:**

**Employee Relations**

- Assist with developing corporate employee relations strategies and programs which improve workplace culture, deliver efficiencies and drive productivity. Advise management on the implications of industrial action taken.
- Assist in the development and negotiation of Council's Enterprise Agreement.
- Lead dispute resolution and oversee the management of grievance and/or investigations across the organisation.
- Represent Council at industrial tribunals when required.
- Oversee the management of workplace change impacts for the organisational structure and existing employment arrangements for staff.
- Development and review of staffing policies and procedures on a regular basis to ensure compliance with the latest developments in employee relations within industry and legislative frameworks.
- Coordinate and administer various sub-committees, including; Staff Consultative Committee, Equal Employment Opportunity (EEO) Committee, Staff Uniform Committee and the Enterprise Agreement Committee
- Provide reports and correspondence as requested accurately and in a timely manner, including annual/biannual Council reports, including; General Manager's Decision, Union Picnic Day, HR Conference and Christmas/ New Year Holiday Period.
- Assist, develop and deliver appropriate training to designated staff on their corporate employee relations responsibilities.
- Be responsible for leading and/or participating in project teams as required.
- Be available to provide assistance to, or relief, for the Manager as required.

- Prepare the sections budget on an annual basis in conjunction with the Manager and monitor budget expenditure on a monthly basis and inform the Manager of any trends.
- Take an active part in Consultative Committee meetings by providing guidance, assistance and leadership on issues impacting on workplace relations.
- Supervise and motivate employees to ensure section key targets are delivered.
- Contribute to the continuous improvement of HR systems, processes and practices.

PERFORMANCE CRITERIA:

- As per Council's Performance and Development Management System.
- Industrial matters are handled in an efficient manner with minimal impact upon the efficiency of the organisation.
- Employment relations Strategies are in place
- Improvement in Councils employment relations environment
- Line Managers are equipped to resolve employment relations issues
- All reports and correspondence are submitted with a high standard of proficiency and in a timely manner.
- Compliance with Council's Code of Conduct.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date: