



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Industrial Relations Manager	
Division	General Manager's Unit	
Group	Human Resources	
Responsible to	Group Manager Human Resources	
Position Supervises	Direct: 1 Indirect: 0	
Position No.	IW0136	
Status	Permanent Full-Time	
Hours	Reasonable hours as are necessary and notionally based on a 35 hour week	
Remuneration	An Annual Total Remuneration Package (TRP) range of \$156,304 - \$173,317 in recognition of : <ul style="list-style-type: none">• Market relativity• Additional hours worked required to meet position requirements and performance expectations• Access to IWC motor vehicle lease back scheme• Option to Salary Sacrifice for nominated otherwise deductible items as requested (if taken up) The TRP includes the following components: <ul style="list-style-type: none">• base salary and superannuation (SCG) contribution (currently 9.5%), and may include:• market premium• cost of non-cash benefits• cost of fringe benefits tax (FBT)	
Motor vehicle	Access to an Inner West Council motor vehicle lease back scheme	
Pre-employment checks	<input checked="" type="checkbox"/> Police Check	
Date reviewed: June 2019		Reviewed by: Group Manager Human Resources

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The Industrial Relations (IR) Manager reports to the Group Manager Human Resources and provides a key role in supporting people strategies by understanding IR issues and proactively developing strategies that minimise industrial disharmony and maximise a positive industrial climate in a period of employment protections and merger activities. As the most senior industrial relations specialist you will be sought out by senior leaders in the organisation for advice and support.

With a deep understanding of industrial relations landscape and Council, the IR Manager is respected at all levels of the organisation for sound advice. You provide strategic high level advice through identifying key industrial relations risks, opportunities and challenges; analyse proposed business projects and identify IR impacts; advise and coach senior leaders in IR related issues and opportunities; influence senior leaders on the need to implement IR policy, procedure and drive changes in line with strategic intent/direction; and conduct workplace investigations where appropriate.

The IR Manager provides advice to leaders on matters pertaining, but not limited, to workplace change, design and consultation including representation on the Joint Consultative Committee; job evaluation, remuneration and reward; performance management; IR dispute resolution/ and disciplinary matters.

This key specialist role works closely with the broader HR group whilst supporting business client groups and has one direct report.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications in industrial relations, employment law or human resources or a related field and or significant relevant experience in a senior HR industrial, business partnering or senior HR generalist position in a diverse organisation
2. Highly developed leadership skills, ability to develop and maintain effective workplace relationships through an approachable style as well as the ability to manage and work in a multi-disciplinary/cross functional professional team with a passion for improvement.
3. Highly developed communication skills.
4. Extensive experience and detailed knowledge of contemporary workplace reform and industrial relations issues affecting a diverse organisation. This includes experience providing high quality strategic employee relations advice to mitigate organisational risk including successful negotiation strategies with unions and experience in the Industrial Relations commission and/or related tribunals.
5. Experience negotiating, interpreting and/or developing Industrial Instruments such as EBA's or local agreements.
6. Significant experience across the majority of HR functions (e.g. recruitment, induction, learning and development, WHS, remuneration management, performance management, employee relations, payroll)
7. Demonstrated research, strategy development and policy writing skills

8. Current Class C (minimum) NSW Drivers Licence

Desirable Criteria:

1. Demonstrated appreciation of the complexity of Local Government, in particular the industrial frameworks within which it operates
2. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement

Skills and Knowledge:

- Excellent level of communication, presentation, facilitation and influencing skills
- Demonstrated ability to manage concurrent projects with competing deadlines
- Demonstrated high level analytical thinking and problem solving skills and initiative, including ability to initiate and respond effectively to change, to solve complex workplace issues.
- Ability to formulate effective solutions to meet business requirements
- Demonstrated high level computer skills and ability to use a variety of office based software.
- A personal style which reflects Council values and achieves the desired results whilst maximizing Council's reputation and values.
- Demonstrated commitment to customer service, continuous learning, EEO, Work Health and Safety and ethical principles
- Proven ability to build strong trusting relationships with internal and external customers.
- Behavioural characteristics demonstrating professional confidential manner, confident, and positive
- Resilience, and adaptability to change and demonstrated ability as a change agent
- Behaviour that positively demonstrates Council's values of: flexibility, integrity, respect, and spirit of team

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Industrial Relations

- Leadership and management of Industrial Relations issues including interpretation and application of relevant legislation and regulations, advice, and positive relations with third parties, particularly in relation to industrial/employee relations
- Lead the negotiation of industrial agreements with the experience to cost any changes, seek improved working arrangements and deliver in negotiations
- Provide support, assistance, timely and systematic advice and reporting to the Group Manager Human Resources on all aspects of operation
- HR Representative on the staff consultative committee ensuring all award and legislative requirements are met
- Manage the grievance procedure to ensure employee issues are managed in a proactive manner in accordance with award requirements
- Risk management of key industrial people and process decisions across the business
- Report on industrial relations activities

Technical Expertise and Advice

- Provide key input into IR strategy for the HR service: provide recommendations on how to maximise the benefits of the IR landscape to assist the business to meet its strategic goals
- Interpret award and employment conditions to provide high level advice to management to mitigate employee risks
- Manage workplace investigations where required
- Assist with the coordination of complex and potentially high profile HR projects.
- Work collaboratively with the Senior Business Partners in the implementation of service reviews across the organisation in accordance with our values, ensuring staff are informed and consulted at key points in the process
- Implement programs that align our workforce with key business initiatives, with a focus in the area of process improvement, workforce redesign including job analysis and design, and remuneration and grading strategies.

- In liaison with the relevant employer association and legal professionals, represent Council in industrial matters and before industrial tribunals where appropriate
- Maintain a current working knowledge of relevant industry developments, legislation and practice
- Be responsible to day to day decision making and for providing clear and concise written advice to business partners and Group Manager HR

Financial Management

- Plan, develop, manage and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Regularly communicate with Group Manager and Finance staff with regards to the status of the team's budget, changes and/adjustments that need to be made to keep the budget current and accurate
- Investigate and pursue alternative income and revenue generation where available and possible, including grant and sponsorship management

Leadership and Service Management

- Lead, facilitate and monitor achievement of outcomes and projects by staff, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements
- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Facilitate the development and implementation, review and maintenance of systems and procedures
- Ensure that the Group Manager is informed of any issue which may affect staff, the community and/ or service delivery
- Support and ensure the timely and systematic advice and reporting to the Executive and Leadership Team

Staff Management

- Lead, motivate, support, develop and manage staff in a way that is consistent with Council's principles/values, policies and systems
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

Business and Strategic Planning

- Actively participate in and understand the business and strategic planning principles
- Review or refine activities in light of changing conditions to ensure attainment of strategic plan goals
- Project manage key agreed people related business initiatives

Policies and Procedures

- Assist in the development and implementation of procedures and HR policies and procedures to enhance the effective and efficient management of Human Resources processes and provide support, research and advice on related projects
- Interface with internal customers to ensure coordination of the development of policies, processes and implementation of new initiatives
- Participate in the review of existing HR processes and make recommendations for change

Network and Personal Development

- Maintain effective links with unions
- Maintain a current working knowledge of IR developments, legislation and practice
- Cultivate and maintain industry links by means of journals, workshops, seminars and conferences as agreed with senior management
- Participate in training and other professional development
- Develop and maintain co-operative, appropriate and effective working relationships with internal and external stakeholders, with a demonstrated commitment to excellence in customer service.
- Maintain effective confidentiality, probity and anti-corruption measures in all dealings
- Build networks, and establish strategic links with internal divisions, external agencies and/or groups.
- Gain an understanding of the political process and political environment at Inner West Council and manage sensitive relationships

WHS and Legislation

- Maintain a clean and safe work environment while complying with work safety policies and procedures
- Comply with statutory and regulatory requirements and standards
- Exercise Workplace, Health, Safety responsibility, accountability and authority as outlined in WH&S procedures

Business Excellence

- Take personal responsibility for behaving in accordance with the organisations' values and directions
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

KEY RELATIONSHIPS:

Internal: Group Manager Human Resources, Group Managers, JCC Chair, HR Managers
 External: Unions, LGNSW, Industrial Tribunals, contracted Legal practitioners

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT

MANAGERS / SUPERVISORS WITH STAFF REPORTING TO THEM AND/OR MAJOR PROJECT RESPONSIBILITY

LEVEL 4

Level 4 Managers have the responsibility to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They also carry responsibility of enforcement of compliance by employees and non-employees within their area of control to all of Council's WH&S policies, procedures safe work practices and WH&S legislation. These responsibilities are performed and monitored by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Industrial Relations Manager** as detailed in this document.

Signature:

Date: / /