

Employment Relations Partner

Position Description

Directorate:	Corporate Services
Reports to:	Manager, Employment Relations
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Provide guidance, support, and make recommendations to resolve employee relations issues and build the capability of Senior People and Culture Partners and people leaders to support overall positive workforce engagement.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Risk and Safeguarding: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; leading the development of organisational policy; safeguarding functions; and enterprise risk management.

Legal: this team is responsible for delivering legal services, and privacy and complaints functions.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

Safety and Emergency Management: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work and emergency management functions.

Accountabilities and responsibilities

The Employment Relations Partner will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Provide advice regarding the implementation of collective agreements and other industrial instruments applied in the Society's workplace.
- Support the review of the Society's industrial instruments.
- Support Enterprise Bargaining negotiations on behalf of the Society.
- Support the effective resolution of employment relations issues for staff, volunteers and members to ensure fair and due process and organisational compliance with relevant legislation, industrial instruments, and Society policy.
- Support the implementation of the Society's grievance management framework and procedure, ensuring the timely and effective resolution of grievances, compliant with legislation. Ensure that grievances lodged are dealt with promptly, impartially and confidentially in accordance with best practice standards.
- Conduct workplace investigations into escalated employment relations issues where necessary.
- Provide guidance and deliver expert and confidential advice in relation to disciplinary processes of varying complexities and gravity, including capability building, triage of escalated issues, analysing situations and recommending and instigating appropriate actions.
- Collaborate effectively with Corporate Services colleagues and teams.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Employee relations policies and procedures are legally compliant and in line with the Society's values.
- Grievances are resolved in accordance with policy and procedures with minimal risk to the Society.
- Effective contribution to and support in Enterprise Bargaining negotiations.

Key working relationships

In addition to the Manager, Employment Relations and their direct reports, the Employment Relations Partner will foster close working relationships with:

- Regional Directors, Regional Managers and people leaders throughout the organisation;
- Senior People and Culture Partners (Corporate Services);
- Safety and Wellbeing Partners (Corporate Services);
- People Strategy and Change team (Corporate Services).

Essential criteria

Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **'People we serve' centric:** (Level 3) Manage the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 3) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 3) Manage and develop individuals and teams to deliver against Society's strategic priorities.
- **Digital engagement:** (Level 3) Manage virtual, dispersed teams and stakeholders using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 3) Manage the team's resources, projects and services to deliver positive outcomes within budget.

Role-specific criteria

- Relevant tertiary qualification/s in Human Resources or Industrial Relations.
- Demonstrated experience in providing advice in workplace legislation and policy, and the Federal and State Industrial Relations systems.
- Demonstrated experience in providing industrial relations advice and the ability to adapt communication delivery to various audiences.
- Excellent negotiation and conflict resolution skills.
- Proven project management skills, attention to detail and the ability to manage competing priorities.
- Demonstrated ability and expertise in project leadership to oversee effective implementation of initiatives.
- Excellent interpersonal and relationship management skills, with a proven ability to communicate and collaborate effectively with internal and external stakeholders.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.