



POSITION DESCRIPTION

POSITION DETAILS

Position Title:		Human Resources Industrial Relations Specialist	
Business Unit:	General Manager	Classification/Grade:	Band 3, Level 4. MC Grade
		Function Group:	
Position No:	MC130	Reports to:	MC101 General Manager
Location:	Negotiable within the local government area	Positions reporting directly to this position:	

Primary Purpose of the Position

The **Human Resources Industrial Relations Specialist** is responsible for providing high quality human resources and industrial relations guidance and support to management and employees. Reporting to the General Manager, the Human Resources Industrial Relations Specialist is responsible for monitoring the full range of Human Resource and Workplace Relations functions including: Industrial Relations; Payroll; Workplace Health and Safety (WH&S); Learning and Development; HR Systems, Policy and Procedures; Performance Management, Recruitment and Selection and HR Projects.

Roles & Responsibilities

The **Human Resources Industrial Relations Specialist** is directly responsible for the following roles and responsibilities

- Maintaining knowledge regarding Local Government Act (NSW), corporate practices WH&S, human resources and employment related legislation, codes of practice, Council policies and procedures.
- Provide advice on the Local Government (State) Award, WH&S Act, Industrial Relations Act 1996 (NSW) and Fair Work Act 2009 other employment related legislation
- Provide advice on a range of human resources activities including; terms and conditions of employment, recruitment and selection, induction, resignation/retirement, salary administration, staff benefits, employee assistance, disciplinary matters and grievances
- Provide expert and contemporary advice and coaching to managers and supervisors to support effective WH&S, industrial and employee relations
- Manage the union-employer consultative arrangements, lead negotiations with employee organisations about strategic issues, and mediate and liaise with employee organisations on day-to-day issues that affect the Council and its employees. Represent the Council and perform advocacy in various commissions and tribunals including the NSW Relations Commission.
- Review and update policies, corporate practices, procedures and/or guidelines to ensure they comply with Award and statutory requirements
- When requested, participate in the management of grievances and disciplinary matters, as required ensuring they are managed in accordance with the principles of procedural fairness and due process
- Participate in the development of human resource and workforce planning, human resources work plans and other development initiatives as required
- Oversee staff induction, probation and annual performance appraisal processes.
- Monitor and audit staff appointments ensuring they are based on merit and in accordance with EEO principles, and take corrective action where anomalies are identified

- Facilitate the development and implementation of HR systems in accordance with Council policy, corporate practice and legislation
- Undertake human resource and workplace health and safety related projects as directed.
- Participate in Council's employee-related committees such as Consultative Committee and Work Health Safety Committee as required
- Develop and maintain the Corporate Training Plan calendar (including employee development, corporate, technical, WHS and other mandatory training)
- Provide advice to management and employees on learning and development opportunities
- Coordinate conference, tertiary and corporate training requests as required
- Maintain accurate training and development data, and assist with monitoring budget expenditure
- Promptly and accurately register and record all business correspondence and documentation into Council's electronic document record management system (TRIM) and personnel files
- Other duties within the skills, competencies and grading of the role as directed

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of *'Trust, Honesty, Respect and Teamwork'*.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.
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Authority and accountability:

- Accountable for the effective management of major sections or projects within their area of expertise. As a specialist, advice would be provided to executive level and to the employer on major areas of policy or on key issues of significance to the organisation. The position's influence would have an important role in the overall performance of the function.

Judgement and problem solving:

- Positions would determine the framework for problem solving or set strategic plans with minimal review by senior management. At this level, the position may represent senior management or the employer in the resolution of problems. The oversight of problem solving and assessment of the quality of judgements made by less qualified staff will apply at this level.

Specialist knowledge and skills:

- Positions require knowledge and skills for the direction and control of a key function of the employer or major functions within a department. Positions require expert knowledge and skills involving elements of creativity and innovation in addressing and resolving major issues.

Management skills:

- Positions may direct professional or other staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

Interpersonal skills:

- Interpersonal skills in leading and motivating staff will be required at this level. Positions require the ability to negotiate on important matters with a high degree of independence. Positions are required to liaise with the public and external groups and organisations.

Qualifications and experience:

- Specialist tertiary qualifications in an appropriate field of study combined with extensive practical experience in all relevant areas in order to plan, develop and control major elements of work.

Qualifications & Experience

1. Tertiary qualifications in law, human resources, industrial relations or a related field and a minimum of 7 years' experience at a senior level
2. Demonstrated experience in human resources, employment relations WH&S and associated legislation (including the Fair Work Commission National Employment Standards).
3. Previous experience representing an employer in commissions and tribunals including the NSW Relations Commission or Fair Work Commission.
4. Demonstrated experience drafting and presenting reports
5. Effective communication and presentation skills, including the ability to facilitate meetings and engage with groups to achieve positive outcomes
6. Demonstrated time management and organising skills including the ability to plan, prioritise and work across competing demands
7. Demonstrated experience with Microsoft Office suite
8. White card (or general construction induction card)
9. Current C class Driver Licence and willingness to travel.

Desirable Experience/Qualifications

1. Previous recent experience in local government or other government entities
2. Certificate IV in training and assessment

Authorisation:

Prepared By:	GM/HR	Date Issued:	June 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.