



Position Description

Workplace Relations Lead

Classification band:	Band 10
Position number:	2767
Business unit:	People & Culture
Division:	Corporate Operations
Employment type:	On-going
Position reports to:	Workplace Relations Manager
Direct reports:	1
Work location:	Headquarters This role is based at WorkSafe headquarters, located at 1 Malop St, Geelong

At **WorkSafe** we're dedicated to supporting all Victorians to be healthy and safe at work and to recover from any workplace injury or illness as quickly as possible. Our Passion for safety and wellbeing is what unites us.

Our organisation is focussed on the delivery of our **Strategy**, as we build the WorkSafe of the future we're committed to delivering value to our people and to Victorian employers, workers and the wider community through continuing to focus on our **Customers** and putting **Prevention First**.

Agile and curious, our people come from a wide range of professions and with no two days being the same, diverse thinking comes naturally to us. We work closely with employers, workers and the community to prevent workplace injury and illness and to improve outcomes and the client experience. **We make WorkSafe.**

Our Values



The work we do is important because we impact upon many people's lives, every day. We have responsibility to ensure that our values guide us in everything we do.

Purpose

The Workplace Relations Lead provides high level workplace relations support to the organisation and delivers key People and Culture projects that have a particular focus on change, compliance, remuneration and industrial relations implications. The role will also include working with employees and unions on embedding a new Enterprise Agreement.

Key accountabilities

- ✦ Support the management of WorkSafe's relationship with union partners (CPSU & FSU) on matters of consultation and disputation, and act as the primary point of contact with union representatives.
- ✦ Lead the implementation of major people-related projects, in particular those with a focus around compliance, employee relations and remuneration.
- ✦ Contribute to and support the planning and execution of activities associated with the development of the Enterprise Agreement.
- ✦ Develop and execute a project plan for the implementation of an enterprise agreement, including a new classification framework and updated policies.
- ✦ Establish effective working groups to partner with unions to deliver and maintain work level descriptors and associated policies to support the classification framework.
- ✦ Prepare briefing papers and reports for Senior Managers and the Executive Leadership Team (ELT) relating to policy development, Victorian Public Sector initiatives impacting WorkSafe and strategic reform opportunities.
- ✦ Provide subject matter expertise in the review and assessment of organisation-wide projects and initiatives that have the potential to impact people policies, processes or practice ensuring they are adapted to meet WorkSafe's strategic objectives and compliance obligations.
- ✦ Provide technical expertise to HR Business Partners and business leaders on internal policy, Industrial Relations, Employee Relations and VPS guidelines and policy considerations.
- ✦ Develop workplace policy and refine existing policy in accordance with business needs and ensuring appropriate consultation and engagement with key stakeholders.
- ✦ Provide oversight and guidance to the delivery of key People and Culture compliance activities ensuring that WorkSafe's responsibilities are met in accordance with organisational and government requirements.
- ✦ Develop, maintain and utilise relationships with key Government Agencies, including, Department of Treasury & Finance (DTF); Workforce Victoria and Victorian Public Sector Commission (VPSC).
- ✦ Work with the Workforce Shaping team, Human Resource Business Partners and relevant business representatives to inform consultation processes regarding organisation design and structural changes.
- ✦ Provide technical advice on the interpretation and application of WorkSafe's Enterprise Agreement, policies and procedures.
- ✦ Remain abreast of topical ER and IR issues and case law and support the development of HR Business Partners to improve awareness and education.
- ✦ Provide expert advice in relation to classification, remuneration and benefits for Executive Officer and Enterprise Agreement positions and employees.
- ✦ Provide oversight and direction in relation to remuneration and classification of Executive Officer and Enterprise Agreement positions, ensuring appropriate governance arrangements and controls are observed. Utilise data to highlight insights and opportunities to inform policy reform and tighter controls around practice.

Key relationships

- ✦ Executive Director, People & Culture
- ✦ Director, HR Operations
- ✦ Workplace Relations Manager
- ✦ Director, Organisational Change and Capability
- ✦ Trade unions (CPSU & FSU)
- ✦ ER/IR Lawyer and other legal counsel
- ✦ Senior HR Business Partners and HR Business Partners
- ✦ WorkSafe Change Strategy team
- ✦ Senior management
- ✦ Other government agencies and departments

Requirements of the position

Skills and experience

- ✦ Demonstrated experience implementing policy reform and industrial changes in a unionised environment
- ✦ Excellent verbal and written communication skills
- ✦ Demonstrated negotiation, advocacy and influencing skills
- ✦ Demonstrated presentation skills
- ✦ Understanding of human resources policy and procedure development.
- ✦ Preferred public sector work experience and understanding of VPS frameworks
- ✦ Demonstrated ability to manage multiple programs of work including the adoption of project plans, KPI's and timeframes.
- ✦ Demonstrated understanding and application of Fair Work Act
- ✦ Demonstrated understanding and application of enterprise agreements
- ✦ Excellent computer skills (Microsoft Word; PowerPoint; Excel)
- ✦ A high level of knowledge and expertise in the systems and regulations governing the function, and of the industry and discipline
- ✦ Ability to apply your knowledge of research, analysis and project management techniques, with a proactive attitude towards undertaking continuous professional development to stay up-to-date
- ✦ You will have experience in coaching and mentoring team members as well a communicating technical information to lay persons
- ✦ You will have the ability to work autonomously without guidance

Qualifications

- ✦ Tertiary qualification in human resources, workplace relations and/or significant experience in a similar role

Capability Criteria

Stakeholder Engagement – Communicate and engage effectively with all stakeholders and develop strong relationships

Client Centricity – Hold the client at the core of all activities and decisions to deliver quality services, experiences and outcomes

Emotional Awareness – Demonstrate empathy and integrity towards others and make effective judgements in complex situations

Adapting to Change – Identify and understand the value of change. Demonstrate resilience and a positive and proactive attitude towards change

Problem Solving - Apply critical thinking to solve problems, explain root causes and evaluate solutions

Innovative Thinking - Encourage creativity in others, continuously learn and share new ideas and promote innovation techniques in order to maximise the value of new opportunities.

Policy Development - Establish boundaries, guidelines and best practices for WorkSafe activities by developing policies that align to governmental and organisational objectives.

Project/Program/Portfolio Management - Demonstrates key project planning, management and evaluation skills that are critical to effective project delivery.

Influencing Others - Understand and influence compliance with relevant laws, policies and regulations.

High Performing - Drive high performance, lead by example and manage self and others to perform at their optimum.