

Position Description: Employee Relations Advisor

Position Details

Position	Employee Relations Advisor
Team	Employee Relations (ER)
Reports to	Employee Relations Deputy Director
Direct reports	N/A

Position Summary

The Employee Relations Advisor provides high-quality, confidential and strategic employee relations advice and support to member schools of Independent Schools Queensland (ISQ). Working closely with the Employee Relations Deputy Director and Senior Advisors, the role contributes to the delivery of specialist employee relations services across a broad range of matters, supporting both strategic and operational objectives.

A key focus of the position is assisting the Employee Relations team to respond to increasing demand from member schools for support with enterprise bargaining and agreement negotiation. The Advisor works collaboratively with school leaders, boards, and HR personnel, as well as internal colleagues and external stakeholders, to deliver practical, risk-aware advice and solutions.

The role requires strong relationship-building capability and confidence in engaging with a diverse range of stakeholders, including principals, business managers, union representatives and external advisors. Advice is delivered through a mix of written and verbal channels, presentations, consultations and regular on-site visits to schools. Through a professional, approachable and consultative style, the Employee Relations Advisor plays an important role in strengthening people leadership capability across the independent schooling sector and enhancing ISQ's reputation as a trusted adviser.

Relationships

Key internal relationships	The role requires collaboration across all other functions and roles within ISQ.
Key external relationships	<ul style="list-style-type: none"> • Leadership of member schools, including principals, other senior staff, HR staff, and school boards • Systems and Sub-systems Employers and Employer Groups • Unions and their officials and industrial advocates, including: <ul style="list-style-type: none"> ○ Independent Education Union – QNT: and ○ Australian Nurses and Midwifery Federation – QNMU Branch

- Specialist ER Law firms and consultancies
- Relevant Statutory bodies such as WorkCover and Queensland College of Teachers

Responsibilities

The position is responsible for, but not limited to:

1. Providing confidential, strategic guidance, coaching and advice to member schools' leaders with a particular focus on building the capacity of school leaders to manage a range of employee relations matters. This includes the whole employment cycle including appointment, performance management, termination, grievance, attendance management, misconduct, managing ill and injured workers, award/enterprise agreement assistance/interpretation, and policy interpretation and application.
2. Undertake accurate, timely, and comprehensive research on relevant workplace relations legislation (as amended from time to time) for the purpose of advising members and ISQ leadership. Examples of this would be changes to Commonwealth industrial laws (e.g. Secure Jobs, Better Pay Bill 2022 and Closing Loopholes No.1 and No.2) and ancillary legislation which impacts the employment relationship.
3. Developing strong partnerships that focus on coaching leaders in best practice people leadership, including developing staff, employee relations, and industrial relations.
4. Managing and promoting positive working relationships between schools and relevant unions and employee representatives.
5. Supporting the Assistant Director and Senior Advisors with enterprise bargaining - this includes, research of industrial trends in the independent sector, communications during the negotiation process, attending negotiation meeting with the employee representative (union and independent), assistance with the drafting of the negotiated outcomes, assistance with the procedural requirements of balloting a proposed agreement, preparation of submission in relation to the lodgement of agreements with Fair Work Commission for approval including follow up submission and the preparation of undertakings. In certain circumstances and subject to development, the Advisor may take on a leading role with enterprise bargaining.
6. Assisting schools with re-structuring processes, including consultation, change management and redundancy processes that meet industrial and legislative obligations and minimise risk.
7. Providing relevant, timely and concise information and advice to member schools through an approachable and flexible employee relations consultation style so as to achieve positive outcomes.
8. Establishing and maintaining the role of trusted adviser with members and stakeholders as a key member of staff at ISQ



9. Supporting the Assistant Director (Employee Relations) and Senior Advisors (ER) with various employee relations related duties as required from time to time, including some administrative tasks and maintaining accurate records.
10. Other duties as directed from time to time.

Requirements

Knowledge and experience

- Previous experience as an Employee Relations Specialist preferably in similar settings such as a law firm, employer association, or professional ER consultancy service.
- A comprehensive working knowledge of relevant workplace relations legislation, with a focus on the *Fair Work Act 2009*;
- Experience in enterprise agreements in unionised workplaces;
- Demonstrated ability in assisting employers in the full range of employee relations matters including:
 - Contracts of employment
 - Award/enterprise agreement interpretation and compliance
 - Managing underperformance and misconduct
 - Disciplinary matters and termination of employment
 - Restructure and redundancy
 - Bullying and harassment
 - Managing ill and injured workers
- The ability to provide high-quality consultancy service;
- The ability to deliver ER guidance and advice based on sound judgment, assessment of risk and consideration of diverse school views and perspectives;
- Strong interpersonal, verbal and written communication skills, together with drafting ability and presentation skills;
- Previous experience working within the schooling sector will be highly regarded but is not essential.

Qualifications and licenses

- Tertiary Qualifications in Human Resources, Industrial Relations, or Law, or extensive and demonstrable experience in similar roles.



Skills and attributes

- High levels of credibility, integrity and trust;
- Good interpersonal, verbal and written communication skills, together with drafting ability and presentation skills;
- The ability to provide clear and accurate written advice to members on employee relations issues;
- The ability to quickly identify or assess whether the school should seek independent legal advice or query matter raised with ISQ
- The ability to work autonomously on specific projects as well as being comfortable working in a team environment including work as directed by more senior colleagues; and
- Present a professional image and enjoy interacting with others.

APPROVED BY: CEO
DATE: