

## Position Description: Senior Advisor (Employee Relations)

### Position Details

<b>Position</b>	Senior Advisor (Employee Relations)
<b>Team</b>	Employee Relations
<b>Reports to</b>	Assistant Director (Employee Relations)
<b>Direct reports</b>	N/A

### Position Summary

The Senior Advisor (Employee Relations) provides confidential strategic guidance (information advice and support) and advice in the specialist area of Employee Relations. The position works closely with the Assistant Director (Employee Relations) and another Senior Employee Relations Advisor, member schools' leaders, associated parties as well as other education and business administration personnel at Independent Schools Queensland. This position liaises both with internal and external stakeholders.

The Senior Advisor (Employee Relations) will present a professional image of the organisation and play an important role supporting the strategic and operational goals of Independent Schools Queensland.

Membership services provided by the position will principally involve engagement with school boards, principals and other senior school staff. External stakeholders include senior government and industry personnel, educators, and union officials and representatives. The Senior Advisor (Employee Relations) is expected to be comfortable dealing with a wide range of people at all levels. It is expected that, as a member of the ER team, the person will quickly develop a strong rapport with ISQ members and with key stakeholders.

The role includes a mixture of telephone advice, as well as delivering face-to-face presentations and consultations. On-site visits will also include visiting schools on a regular basis to provide employee relations advice and strategy implementation including negotiating on behalf of the school in enterprise bargaining processes. (This is predominantly a telephone advisory, office-based role. However, visits to schools will also be a part of the role on a regular basis.)

### Relationships

<b>Key internal relationships</b>	The role requires collaboration across all other functions and roles within ISQ.
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### Key external relationships

- 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:
  - Independent Education Union – QNT and Nurses' Union
- Specialist ER Law firms and consultancies
- Relevant Statutory bodies such WorkCover and QCoT

### Responsibilities

The Senior Advisor (Employee Relations) role is responsible for but not limited to:

- Providing high level 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.
- Within the scope of ER matters within the whole of employment lifecycle above, the ability to advise schools on employee relations matters which are complex and carry high levels of risk.
- 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 ancillary legislation which impacts the employment relationship (e.g. mandatory vaccination and child protection reporting obligations).
- Peer reviewing advice of colleagues, and more specifically, assisting Advisor level roles with more complex ER matters and/or taking carriage of complex matters escalated by the Advisor/s or other cross functional areas of ISQ (e.g. Child Protection matters raised with School Services).
- Developing strong partnerships that focus on coaching leaders in best practice people leadership, including developing staff, employee relations, and industrial relations.
- Managing and promoting positive working relationships between schools and relevant unions and employee representatives.
- Managing enterprise bargaining negotiations - this includes, research of industrial trends in the independent sector, communications during the negotiation process, attending negotiation meeting with the employee representative both (union and

independent), drafting of the negotiated outcomes, assistance with the procedural requirements of balloting a proposed agreement, preparation of submissions in relation to the lodgement of agreements with Fair Work Commission for approval including follow up submissions and the preparation of undertakings.

- Assisting schools with re-structuring processes, including consultation, change management and redundancy processes that meet industrial and legislative obligations and minimise risk.
- 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.
- Establishing and maintaining the role of trusted coach and adviser with members and stakeholders as a key member of staff at ISQ
- Supporting the Assistant Director (Employee Relations) with various employee relations related duties as required from time to time, including some administrative tasks and maintaining accurate records.
- Other duties as directed from time to time.

## Requirements

### Knowledge and experience

- A minimum of +5 years' experience as an Employee Relations Specialists 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*, and the ability to interpret and apply legislative change as it applies to school employers;
- Demonstrated ability in negotiating, drafting and approval of 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

	<ul style="list-style-type: none"> <li>○ Managing ill and injured workers</li> <li>• The ability to assist employers with the management of workplace conflict and conciliation at industrial tribunals;</li> <li>• Demonstrated ability providing a high-quality expert consultancy service, with a strong emphasis on the ability to lead and manage workplace relations matters;</li> <li>• Demonstrated ability in delivering ER guidance and advice based on sound judgment, assessment of risk and consideration of diverse school views and perspectives.</li> </ul>
<b>Qualifications and licenses</b>	<ul style="list-style-type: none"> <li>• Tertiary Qualifications in Human Resources, Industrial Relations, or Law (preferable).</li> </ul>
<b>Skills and attributes</b>	<ul style="list-style-type: none"> <li>• High levels of credibility, integrity and trust;</li> <li>• Strong interpersonal, verbal and written communication skills, together with drafting ability and presentation skills;</li> <li>• The ability to provide clear and accurate written advice to members on complex employee relations issues;</li> <li>• The ability to quickly identify or assess whether the school should seek independent legal advice or query matter raised with ISQ</li> <li>• The ability to work autonomously on specific projects as well as being comfortable working in a team environment; and</li> <li>• Present a professional image and enjoy interacting with others.</li> </ul>

APPROVED BY: CEO  
DATE: