

# Position Description

## Director Workplace Relations

<b>Classification:</b>	Executive Level 2 / HS8
<b>Business unit/department:</b>	People & Culture
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (hybrid)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Full-Time
<b>Hours per week:</b>	38
<b>Reports to:</b>	Chief People & Culture Officer (CPCO)
<b>Direct reports:</b>	2
<b>Date:</b>	December 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The Director, Workplace Relations provides strategic leadership and expert advice on all aspects of industrial and employee relations, ensuring compliance with relevant legislation, enterprise agreements, and organisational policies. This role drives proactive strategies to foster a positive workplace culture, manage risk, and support organisational objectives within a complex healthcare environment.

The position works closely with the Executive team and senior stakeholders to provide authoritative advice and support, playing a vital role in managing risk in an interesting, complex industrial environment.

### About the Directorate/Division/Department

The role sits within the People & Culture Directorate which is one of eight Directorate's reporting to the Chief Executive Officer.

The Director, Workplace Relations is a member of the People & Culture leadership team and one of four Director roles reporting to the CPCO. The People & Culture Leadership team work together and

collaboratively with the organisation to ensure their thinking, actions and impact are focused on Austin Health achieving its vision: “Shaping the future through exceptional care, discovery and learning”

## Position responsibilities

### Role specific

#### **Strategic Leadership:**

- Develop and implement workplace relations strategies aligned with organisational goals and healthcare sector requirements.
- Provide authoritative advice to executives on industrial relations, enterprise bargaining, and workforce reform initiatives.
- Proactively identify IR/ER issues and “hot spots” across the organisation working collaboratively with leaders and managers to address these and drive cultural and behavioural change.

#### **Industrial & Employee Relations:**

- Lead input on Austin Health’s behalf into enterprise agreement negotiations and industrial relations strategy, representing Austin Health as required on relevant reference groups and bargaining committees..
- Monitor changes in the industrial environment including legislative changes and emerging trends and provide proactive advice to the Executive and People & Culture Leadership team on implications for Austin Health.
- Oversee resolution of complex disputes, grievances, disciplinary matters and litigation.
- Ensure compliance with Fair Work Act, WHS legislation, and relevant awards.
- Oversee the workplace standards function ensuring that the delivery of case management services and employee relations issues are optimised to best manage organisational risk and support the needs of Austin Health.
- Manage and advise on sensitive and complex issues and disputes in relation to enterprise agreements such as organisational change and transfer of business.

#### **Policy & Governance:**

- Develop and maintain employment-related policies and frameworks.
- Monitor emerging IR/ER risks and implement mitigation strategies.

#### **Stakeholder Engagement:**

- Build strong relationships with key external stakeholders including the Department of Health, industry bodies, legal advisors and unions to ensure that Austin Health can engage in constructive dialogue and, when required, negotiations to resolve matters promptly.
- Represent the organisation in industrial tribunals and external forums as required.

#### **Team Leadership:**

- Lead and develop a high-performing Workplace Relations team.
- Foster a culture of inclusion, accountability, and continuous improvement.

### All Employees

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet, The Pulse.
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Comply with the Code of Conduct.

### People Management Roles

- Ensure clear accountability for quality and safety within the department.



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- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Be aware of and comply with the core education, training and development policy.
- A commitment to the Austin Health Values: *our actions show we care, we bring our best, together we achieve and we shape the future.*

## Selection criteria

### Essential skills and experience:

- Extensive experience in industrial and employee relations functions in a complex, unionised environment (healthcare preferred).
- Proven ability to lead enterprise bargaining and manage union relationships.
- Strong knowledge of employment law, awards, and regulatory frameworks.
- Demonstrated leadership capability and the ability to manage sensitive issues with discretion.
- Experience managing a budget, ensuring that resources are optimally allocated to meet the needs of the team and organisation more broadly.
- Exceptional negotiation, communication, and stakeholder management skills.
- Outstanding interpersonal and influencing skills and an inherent ability to liaise effectively with a diverse stakeholder group both within the organisation and externally.
- Demonstrated ability to work collaboratively as part of a senior leadership group, adding value in decision making beyond areas of expertise.
- Ability to identify and manage significant organisational risks and provide pragmatic and effective solutions to complex people related issues.
- Advocacy and conciliation experience in FWC and other relevant forums.
- Excellent written and verbal communication skills.

## Professional qualifications and registration requirements

Relevant tertiary education in Law, Industrial Relations or Human Resources.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*



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- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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