

# Austin Health

## Position Description



### Employee Relations Advisor

<b>Classification:</b>	Administration Officer Grade 4
<b>Business Unit/ Department:</b>	People & Culture
<b>Agreement:</b>	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2021-2025
<b>Employment Type:</b>	Full-Time
<b>Hours per week:</b>	40 (with ADO) for full time
<b>Reports to:</b>	Employee Relations Manager
<b>Direct Reports:</b>	Nil
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	February 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exceptional care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#). Our values are:



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

## Position Purpose

Reporting to the Employee Relations Manager, the primary focus of this role is to provide high level support, coaching and advice to line managers and the broader HR team while also driving employee relations initiatives, handling workplace investigations and ensuring fair and consistent application of Austin's policies and procedures, thus promoting a positive employee relations culture and minimising risks to the organisation.

## About Employee Relations

The Employee Relations team is a specialist advisory service on all things related to the employment relationship including HR Policy and Processes, advice and interpretation on employment entitlements and provision of case management support for Austin Health Managers and employees on workplace employment related issues. Work is directed to the ER team via escalations from the HR Solutions Helpdesk, through referrals from HR Consultants and directly from senior leaders at Austin Health.

## Purpose and Accountabilities

### Role Specific:

- Provide accurate and timely advice across the organisation on the interpretation and application of employment legislation, industrial instruments and policies and ensure the pro-active resolution of employment and industrial issues.
- Provide end-to-end case management, conducting workplace investigations, resolving employee grievances and supporting the parties to resolve issues themselves
- Managing misconduct processes and supporting line managers to address matters requiring disciplinary outcomes
- Provide advice, coaching and support to managers to address employee grievances and where required, conduct workplace investigations ensuring positive leadership behaviour, consistent processes and fair outcomes in accordance with legislative obligations and effective case management practices.
- Implement the Employee Relations specific changes as new enterprise bargaining agreements are approved.
- Act as an escalation point for queries around organisational change.
- Contribute to the development of employee relations policies, processes and guidance materials that comply with legislative requirements and support the achievement of positive outcomes.

- Develop effective relationships with internal and external stakeholders to promote positive employee relations across the organisation.
- Develop toolkits and other guidance materials to facilitate management training and development on employee relations issues to support fair and consistent application of policies and procedures and build line manager capability.
- Attend union consultation forums to foster effective working relationships between managers, union officials and delegates and encourage open, transparent discussion on organisation-wide matters.
- Support union right of entry in accordance with legal requirements.

#### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- 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

## **Selection Criteria**

#### **Essential knowledge and skills:**

- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve and we shape the future.
- Working knowledge of relevant employment legislation and a proven ability to interpret and apply industrial instruments, policies and procedures in a broad range of situations.
- Prior experience in an HR/ER advisory role, with a proven ability to develop effective strategies, solutions and interventions to address the full range of employee relations matters.
- Highly developed conceptual, analytical and problem-solving skills and strong attention to detail.
- Excellent communication (verbal and written) and interpersonal skills, including the ability to consult effectively with a diverse range of stakeholders.
- Well-developed negotiation skills and the ability to gain the confidence and cooperation of employees, managers and other stakeholders to facilitate positive outcomes.
- Sound judgement and maturity to handle sensitive matters competently.
- Highly organised, with a proven ability to plan and prioritise.
- Competent computer skills.

#### **Desirable but not essential:**

- Tertiary qualification in human resources and/or industrial relations will be highly regarded.
- Experience in the public health sector or a related industry would be advantageous.

## **Austin Health is a Child Safe Environment**

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

## **Equal Opportunity Employer**

We acknowledge the Traditional Custodians of the land and pay our respects to Elders past, present and emerging. We welcome applications from include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

## **Document Review Agreement**

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	