

Position Description

Employee Relations Advisor

Classification:	Administration Officer Grade 4
Business Unit/ Department:	People & Culture
Agreement:	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS)SINGLE INTEREST ENTERPRISE AGREEMENT 2025-2027
Employment Type:	Full-Time
Hours per week:	40 (with ADO)
Reports to:	Manager, Employee Relations
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	16 July 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

Reporting to the Senior ER Advisor, 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 the Directorate/Division/Department

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.

Position responsibilities

- Provide accurate and timely advice across the organisation on the interpretation and application of employment legislation, industrial instruments and policies and ensure the proactive 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.
- Assist the payroll team implementation of Employee Relations specific changes as new enterprise bargaining agreements are approved.
- 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.



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Selection criteria

Essential skills and experience:

- 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.

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.*
- 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.



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- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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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