Job Description Form

Manager – Employee Relations

Position Number:	3087206	Portfolio:	Strategy and Performance
Classification:	Level 7	Reports to:	Assistant Director Workforce Strategy, Level 8
Location:	Joondalup	Direct Reports:	4 FTE

Description

This role leads and manages the department's employee relations function, with accountability for the governance, quality and performance of employee relations services and oversight of complex, sensitive and high-risk matters. The role provides strategic advice to senior leaders, drives fair, timely and defensible outcomes and strengthens organisational capability through contemporary employee relations frameworks and practices.

Responsibilities

In context of above description, the role:

- Leads and manages the employee relations function, including its governance, priorities, resources, service delivery and performance.
- Leads the development and implementation of employee relations strategies and initiatives, aligned with workforce and organisational priorities.
- Leads the development, implementation and review of employee relations frameworks, policies and procedures to support consistent, contemporary and defensible practice.
- Provides strategic and expert advice to senior leaders on complex, sensitive and high-risk employee relations matters, including conduct, performance, grievances, workplace conflict and attendance.
- Oversees the management and resolution of complex employee relations matters, ensuring appropriate consideration of procedural fairness, consistency and operational risk.
- Identifies emerging and systemic employee relations risks and trends and translates these into improvements to policy, practice, service delivery and organisational capability.
- Leads continuous improvement and the adoption of contemporary employee relations practices to strengthen the quality, consistency and effectiveness of service.
- Leads and develops the Employee Relations team and builds organisational capability to support effective people management and early resolution of workplace matters.

- Builds and maintains effective partnerships with leaders, employees, HR Business Partners, specialist functions and other stakeholders to support coordinated and effective employee relations outcomes.
- Performs other duties consistent with the role's scope and level of responsibility.

Our people, our leaders, our values

At DWER, every employee is a leader. To support this, we have established clear Leadership Expectations. For this role, you will be Leading Others. Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our values. All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.



Work related requirements

Read these requirements in context of the above contents.

1. You have substantial experience leading and managing an employee relations function, including its people, priorities, governance and service delivery, to achieve strategic and operational outcomes *(you deliver on high leverage areas).*
2. You have substantial experience providing strategic advice and overseeing the resolution of complex, sensitive and high-risk employee relations matters, applying sound judgement, procedural fairness and effective risk management *(you think through complexity).*
3. You have highly developed communication and interpersonal skills, with demonstrated ability to provide clear and persuasive advice, build effective relationships and influence outcomes across a diverse range of stakeholders *(you dynamically sense the environment).*
4. You have significant experience leading and developing others, building organisational capability and influencing positive cultural change through values-based leadership and contemporary people management practices *(you lead collectively).*
5. You have significant knowledge of public sector frameworks, employment legislation, industrial instruments and contemporary employee relations practices, and the ability to apply this knowledge in a complex organisational environment *(you embody the spirit of public service).*
6. You have demonstrated experience identifying emerging and systemic employee relations issues and leading improvements to frameworks, practices and service



delivery that strengthen organisational capability, support cultural change and improve workplace outcomes *(you deliver on high leverage areas).*

Special requirements

- The department will conduct a national police check before offering employment.
- This position requires the ability for independent travel.