



## Position Details

<b>Position title:</b>	<b>Workplace Relations &amp; Compliance Advisor</b>
<b>Award Classification:</b>	Band 7
<b>Department:</b>	People, Culture & Safety
<b>Division:</b>	Organisational Capability & Experience
<b>Date Approved:</b>	November 2024
<b>Approved By:</b>	Executive Manager People, Culture & Safety

### Organisational Relationships:

<b>Reports To:</b>	Head of Workplace Relations & HR
<b>Supervises:</b>	N/A
<b>Internal Stakeholders:</b>	Council Employees, Managers, and Executive Team
<b>External Stakeholders:</b>	Clients, suppliers, consultants, and Contractors

## Position Objectives

The Workplace Relations and Compliance Advisor will play an integral role in actively delivering, supporting and coordinating required activities for Council's Enterprise Agreement negotiations, whilst proactively supporting and participating in People Culture and Safety (PCS) projects and broader PCS business deliverables. In collaboration with the PC&S leadership team, the role will provide employee and industrial relations advice, support and guidance across Council in addition to taking an active lead in supporting the organisation with compliance and risk related objectives including a focus on psychosocial initiatives and deliverables.

### Key Responsibilities and Duties

- Proactively navigate various workforce nuances to support the delivery and implementation of the City of Port Phillip's new Enterprise Agreement.
- Attend negotiations meetings and manage the required preparation, logistics and coordination of all meeting schedules.



- Monitor negotiations progress against desired project milestones, report progress and escalate any concerns to the Head of Workplace Relations and HR in a timely manner
- Develop and maintain strong relationships with all key internal and external stakeholders to ensure timely access to required documentation and information throughout the negotiations process.
- Proactively assist in the roll out of the new enterprise agreement across Council in conjunction with the Workplace Relations and HR team, including required policy updates, education/training, and any other required documentation.
- Support the delivery and implementation of the City of Port Phillip's Enterprise Agreement whilst assisting Managers, Supervisors and other key stakeholders (e.g. Payroll) to interpret and ensure compliance with the Enterprise Agreement and other legislative requirements and Council policies and procedures.
- Contribute to or lead projects and initiatives under the People & Culture Strategy (eg: psychosocial risk management) and work collaboratively with the broader People Culture and Safety team.
- Develop, implement and review Human Resources policies and procedures to ensure they are relevant, contemporary, easy to navigate, and in line with legislative and enterprise agreement requirements.
- Provides oversight and governance of relevant compliance and operational obligations relating to the Enterprise Agreement and other projects/initiatives as required
- Provide an exceptional customer experience with a focus on service excellence, responsiveness, quality consistent advice, and attention to detail.

## Accountability and Extent of Authority

- This position has no direct employee responsibilities but is expected to provide coaching, guidance and direction to Managers and employees whilst carrying out the assigned duties, in relation to policy, procedure and employment law.
- The authority and freedom to act is within established operational and budgetary guidelines and the provisions of relevant acts, regulations, codes and Council policies.
- Accountable for ensuring the organisations policies and legal obligations pertaining to relevant legislation (ie: Fair Work Act 2009) and Council's Enterprise Agreement are met.
- The incumbent fully briefs the Head of Workplace Relations & HR on significant issues of operational and strategic importance.
- This role is responsible for managing their own time, projects and priorities to meet required timeframes
- Provides sound technical advice on the development and implementation of Enterprise Agreements and related matters.
- It is expected the incumbent will demonstrate leadership and model the organisational values as a member of the People, Culture and Safety team.



## Judgement and Decision Making

- Sound problem solving skills including the ability to make well thought out and considered decisions based on sound insight, judgement and working knowledge of ER/IR principles, legislation and policies.
- Independently interpret legislation, regulations, awards, agreements, and policy, requiring judgement and an understanding of organisational values and practices.
- Proactively identifies any emerging risks associated with PCS projects/initiatives and applies a risk-based approach to compliance related activities.
- Ability to evaluate options and make recommendations.
- Responsible for decisions, recommendations, reports and advice to managers, staff and other authorities on relevant processes, policies and practices where guidance is not always available. Guidance is usually on hand for significant and complex issues

## Specialist Skills and Knowledge

- Sound experience or previous exposure to complex employee relations and/or enterprise bargaining frameworks.
- Experience in interpreting and applying legislation, industrial instruments, policies and, procedures.
- Highly developed written and verbal communication skills, with the ability to engage with staff at all levels.
- Demonstrated experience in the provision of robust and defensible workplace relations advice in a unionised environment within a medium to large sized organisation.
- Sound knowledge of the Fair Work Act, and other relevant legislation, related to Occupational Health and Safety and Equal Opportunity.
- Demonstrated ability to research and analyse trends in order to acutely identify new and emerging Workplace Relations and psychosocial risk and opportunities for the City of Port Phillip.
- A strong track record of demonstrating initiative, flexibility and actively contributing to a high performing team.

## Management Skills

- Ability to manage own time, meet deadlines and set priorities to achieve targets, with a diverse range of activities and regardless of conflicting demands.
- Ability to implement ER/IR policies and practices
- Development of project plans incorporating key deliverables and actions
- Strong project coordination skills with demonstrated ability to monitor, influence and drive required project outcomes within a complex organisational environment.
- Contribute to the team's effectiveness through collaboration, cooperation, consultation, and the prioritisation of collective objectives.



## Interpersonal Skills

- Excellent interpersonal skills, including the ability to establish constructive relationships, liaise and influence a broad range of key stakeholders, including employees, managers, executives and external stakeholders to discuss and resolve specialist problems.
- Excellent verbal, written and oral communication skills, including the ability to prepare reports, recommendations, policies, and procedures.
- Demonstrated ability to appropriately manage personal and sensitive information and manage issues around confidentiality.
- Proven listening, coaching, negotiation and influencing skills. Demonstrated ability to work constructively as part of a team in a busy environment as well as working autonomously, as necessary.

## Qualifications and Experience

- Tertiary qualifications in a relevant discipline or lesser formal qualifications with extensive relevant Workplace Relations experience
- Prior experience in a project coordination and/or compliance focussed role within a unionised environment within a medium to large sized organisation.
- Demonstrated experience with the interpretation and application of Industrial and Employee Relations legislation and framework including the Fair Work Act, Occupational Health and Safety, Equal Opportunity, Human Rights.

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse

## Our values

Working together  
Performance

Creative and strategic thinking  
Courage and integrity

Personal growth  
Accountability, Community First



(CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

## Key Selection Criteria

- Previous experience or exposure as a Workplace Relations practitioner, or similar role, in a unionised environment within a medium to large sized organisation.
- Prior experience in a project coordination role with the ability to deliver required project outcomes and objectives.
- Ability to act as an internal consultant within in a fast paced and complex environment, with a strong commitment to customer service and stakeholder engagement.
- Highly developed written and verbal communication skills, including report writing, facilitation, negotiation, and presentation skills.
- Sound knowledge of employment law and application of Enterprise Agreements.
- Able to manage competing, complex and ambiguous issues and projects within defined time periods.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*