

Services Division

Senior Employee Relations Officer

Human Resource Services

Position No. 1029

General Information

The position is available on a full-time, continuing basis.

Position Description

DATE: 19 August 2008

POSITION TITLE: Senior Employee Relations Officer

HEW LEVEL: HEW Level 8

FACULTY/DIVISION: Services Division

SCHOOL/UNIT: Human Resource Services

IMMEDIATE SUPERVISOR: Associate Director, Employee Relations

ROLE STATEMENT: In conjunction with the Associate Director, Employee Relations, provide advice and assistance on industrial relations and employment matters.

ROLE DESCRIPTION:

Supervision/Management/Leadership

Be responsible to the Associate Director, Employee Relations for the provision of support and policy advice and assist in the strategic development in relation to employee relations issues across the University.

Task level and Typical Activities

Provide high level advice and manage employee relations cases as required including the analysis and production of written reports/briefings on related industrial relations instruments.

Assist in negotiations with staff, organisations and the unions on major and/or complex industrial relations issues and maintain harmonious relationships.

Undertake classification reviews of work areas or classification groupings.

Assist in identifying key and emerging industrial relations issues and developing appropriate instruments, policies, systems and procedures.

Assist in the negotiation and implementation of Workplace Agreements.

Undertake the introduction and implementation of major University wide projects as directed.

Represent the University in dispute settling procedures both internal to the University and externally.

Provide specialist input into the creation/revision of industrial instruments and relevant policy/procedure.

Advise University staff on salary and employment conditions matters.

Undertake any other duties relevant and appropriate to this level.

Organisational Knowledge

Maintain an in-depth understanding of current industrial relations practices, particularly the implications of legislative changes; Government policy and IR practice.

Maintain a thorough knowledge of University-wide policies and the external environment eg government legislation, codes, guidelines and requirements.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position, and (where applicable) in the management of others.

Judgement, Independence and Problem Solving

Exercise latitude in the initial interpretation of the role's objectives and provide direction for the resolution of complex problems.

Provide strategic support and advice requiring the integration of a range of University policies and external requirements and an ability to achieve objectives within a complex organisational structure.

Exercise a high level of confidentiality in relation to all activities.

SELECTION CRITERIA

- Postgraduate Qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- Effective interpersonal and communication skills and the ability to deal with groups and individuals at all levels.
- Ability to handle a number of diverse tasks simultaneously.
- Ability to work both individually and as a team member.
- Capacity to work under pressure and to meet conflicting deadlines.
- Knowledge of relevant Industrial Instruments and procedures.
- Experience in the Employee Relations field.
- Demonstrated ability to strengthen and integrate Equity and Diversity, OHS and Managing for Performance and capacity to implement relevant plans and policies.

Conditions and Benefits

HEW Level 8: \$67,755 to \$79,047 per annum.

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:
<http://www.newcastle.edu.au/service/employment/conditions.html>

Further Information

For additional information on the position contact Mr Paul Munro, Associate Director, Employee Relations on 4921 5278 or email Paul.Munro@newcastle.edu.au

Related Links

- [Human Resource Services](#)
- [University of Newcastle Annual Report](#)

Closing Date

Applications close on **Sunday 14 September, 2008.**

Note: Your application **must** include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

Internal Applicants

Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

External Applicants

Please forward your application **by email** to: employment@newcastle.edu.au quoting the position number and position title in the Subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

DO NOT use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team
Level 1, The Chancellery
University of Newcastle
CALLAGHAN NSW 2308
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

The University of Newcastle values [equity and diversity](#).