

POSITION TITLE:	Workplace Relation Business Partner	CLASSIFICATION:	Band 7
REPORTS TO:	Head of People Business Partnering	DIRECTORATE	Organisation Capability
DEPARTMENT:	People, Culture & Safety	TEAM:	People Business Partnering

OUR STRATEGIC CONTEXT

**PURPOSE**

Our organisation is accountable, sustainable, and delivering effective services to our community.

VISION

Our community is a safe, inclusive, and creative city that celebrates and embraces its vibrancy of cultures.

VALUES

Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

COUNCIL PLAN

A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Workplace Relations Business Partner is pivotal in cultivating a positive workplace environment and driving organisational effectiveness through advanced workplace relations practices. This role encompasses the management of a comprehensive portfolio of industrial and employee relations issues, as well as leading the strategic preparation and execution of Enterprise Agreement (EA) bargaining initiatives.

In close collaboration with People & Culture Business Partners, you will lead the timely resolution of intricate employee relations matters, demonstrating strong leadership and strategic influence. You will formulate innovative strategies that align with and advance Stonnington's organisational goals, ensuring that workplace relations practices support a high-performance culture.

Your responsibilities will encompass synthesising and analysing complex data on case management and employee relations trends, facilitating robust communication among diverse stakeholders, including senior management and external partners. You will drive impactful People and Culture initiatives that significantly enhance employee engagement and retention, ultimately contributing to a thriving organisational environment.

You will be instrumental in cultivating a workplace culture that prioritises open communication, equity, and unwavering compliance with employment legislation, thereby reinforcing Stonnington's commitment to best practices in workplace relations and ensuring a positive and inclusive workforce.

RESPONSIBILITIES	KEY OUTCOMES
Strategic Workplace Relations and People Leader Support	<ul style="list-style-type: none"> » Collaborate with people leaders to align workplace relations strategies with the council's long-term objectives, providing high-level guidance on employee relations and compliance with relevant legislation. » Mentor and coach people leaders to enhance their skills in managing workplace relations issues, empowering them to foster high performance and a positive workplace culture. » Offer strategic insights on complex workplace relations matters, including grievance resolution and Fair Work compliance, ensuring leaders are informed and able to make business-aligned decisions. » Develop and implement frameworks that enhance workplace relations capabilities across the organisation, preparing leaders to effectively address employee relations challenges. » Promote best practices for employee engagement and team dynamics, ensuring strategies are in place to support a high-performance culture aligned with business objectives.

Employee and Industrial Relations	<ul style="list-style-type: none"> » Lead the resolution of employee grievances, disciplinary actions, and workplace conflicts, fostering a harmonious workplace environment. » Provide clear and practical guidance on HR policies and industrial relations matters to employees and management, ensuring compliance with relevant legislation and organisational standards. » Enhance communication between management and employees, fostering an open dialogue that builds trust and transparency across all levels of the organisation. » Conduct in-depth research on employee and industrial relations best practices and industry trends to inform and improve Stonnington's policies and procedures. » Oversee the creation and implementation of initiatives aimed at improving employee engagement, retention, and overall job satisfaction, in alignment with organisational goals. » Continuously monitor and analyse employee and industrial relations trends to identify patterns, areas for improvement, and potential risks, enabling proactive management and strategic planning.
Case Management	<ul style="list-style-type: none"> » Take the lead in managing employee relations cases within your designated portfolio, collaborating closely with People Business Partners to provide expert guidance and support throughout the entire case lifecycle, ensuring fair and compliant resolutions. » Maintain accurate, comprehensive, and up-to-date records of all employee relations issues, ensuring accessibility for analysis and reporting. » Track the progress of ongoing cases, ensuring timely follow-up and resolution in line with Stonnington's policies and timelines. » Conduct data analysis to identify trends, common issues, and areas for improvement in case management processes. » Initiate, develop and implement best practices and standard for effective case management. » Prepare detailed reports summarising case outcomes, insights, and recommendations for stakeholders. » Lead and manage Fair Work cases and commission matters, ensuring compliance with relevant legislation and effective representation of Stonnington's interests.
EA Bargaining	<ul style="list-style-type: none"> » Develop and implement a comprehensive negotiation strategy for Enterprise Agreement discussions, ensuring alignment with Stonnington's organisational goals and priorities. » Actively engage with key stakeholders, including management, employee representatives, and external advisors, to facilitate effective communication and collaboration throughout the negotiation process. » Conduct thorough research and analysis of current industry standards, market conditions, and legislative requirements to inform negotiation positions and strategies. » Oversee the drafting and review of Enterprise Agreement proposals and documentation, ensuring clarity, compliance, and alignment with organisational objectives. » Lead the execution and implementation of the finalised Enterprise Agreement, ensuring that all relevant parties are informed and trained on the new terms and conditions. » Monitor the impact of the Enterprise Agreement post-implementation, evaluating its effectiveness in meeting organisational goals and employee needs, and making recommendations for future improvements.
People and Culture Projects	<ul style="list-style-type: none"> » Create and innovate People and Culture projects aimed at enhancing employee and industrial relations, engagement, and organisational culture. » Implementation of ER/IR initiatives that align with strategic organisational goals and employee needs. » Collaborate with team members to gather feedback on project effectiveness and identify areas for improvement. » Design, development, and delivery of training programs related to employee and industrial relations and HR policies. » Stay informed about changes in employment law, industrial relations, and HR best practices to ensure Stonnington remains compliant and competitive. » Support the continuous improvement of HR processes, policies, and initiatives, promoting a culture of excellence and innovation.

KEY WORKING RELATIONSHIPS



Direct reports: NA

Internal: PC&S team, Manager and Directors, all Stonnington employees, and various committees


External: Industry Partners, Regulatory Bodies, Educational institution, professional networks, community organisation

REQUIRED SKILLS AND COMPETENCIES

<p>Accountability and extent of authority</p>	<ul style="list-style-type: none"> Positions focused on managing resources, teams or other employees effectively operate under defined policies, objectives, and budgets, ensuring optimal utilisation and a significant positive impact on the quality and cost-effectiveness of programs and projects. Roles that provide specialised advice or regulate clients must navigate established policies, ensuring compliance and accuracy in decision-making while understanding that their guidance may be subject to review by senior employees. Positions involved in policy formulation engage in investigative and analytical work, identifying key issues and trends, and presenting insights that significantly influence policy development and organisational standards.
<p>Judgement and decision making</p>	<ul style="list-style-type: none"> Strong problem-solving skills, requiring the application of specialised methods, procedures, and processes developed from theory or precedent. This involves recognising when established techniques are not appropriate, with guidance not always available within the organisation. Competent in addressing intellectual challenges associated with policy formulation, enabling the identification and analysis of an unspecified range of options before making informed recommendations Proficient in assessing well-defined objectives and selecting appropriate methods or processes, while addressing complex issues through innovative solutions and ensuring decisions align with strategic objectives, maintaining accountability and transparency.
<p>Specialist knowledge and skills</p>	<ul style="list-style-type: none"> Deep understanding of relevant technologies, procedures, and processes specific to the operating unit for effective supervision and management. Strong grasp of the underlying principles of regulations, enabling accurate interpretation and application distinct from routine practices. Comprehensive knowledge of the senior roles within the unit, long-term goals of the team, and alignment with the broader organizational objectives and policies.
<p>Interpersonal skills</p>	<ul style="list-style-type: none"> Ability to gain cooperation and assistance from clients, the public, and colleagues, effectively motivating and developing team members in the administration of broadly defined activities. Proficient in liaising with counterparts in other organisations to discuss and resolve specialist problems, fostering collaboration and communication across different entities. Skilled in working with employees within the organisation to address and resolve intra-organisational issues, promoting a cohesive and productive working environment.
<p>Management Skills</p>	<ul style="list-style-type: none"> Strong skills in managing time, setting priorities, and planning and organising work effectively to achieve specific objectives within available resources and set timelines, even under conflicting pressures. Comprehensive understanding and ability to implement personnel policies and practices, including awards, equal opportunity, occupational health and safety policies, and recruitment and selection procedures Expected to contribute to the development and implementation of long-term staffing strategies, along with position descriptions and employee development schemes.

<p>Qualifications and experience</p>	<ul style="list-style-type: none"> • Tertiary qualification major in industrial relations and/or human resources management a related discipline preferred • A minimum of 5 years of experience in a strategic ER/IR role, with a proven track record in driving Workplace Relation strategies that align with organisational objectives. • Proven ability to advise on HR policies, and enterprise agreements and awards, to a diverse range of employees. • Comprehensive understanding of employment law, employee and industrial relations practices, and HR policies. • Proficient in navigating the complexities of employment relations, with a strong grasp of the principles and practices that underpin effective workplace dynamics. • Experience in negotiating and implementing enterprise agreements, ensuring compliance with legal frameworks and organisational policies. • Strong communication and interpersonal skills, with the ability to build relationships across all levels of the organisation. • Capacity to manage project-related tasks and produce clear, concise documentation. • Proficient in Microsoft Office and HRIS systems. • Demonstrated ability to work effectively in a team environment and contribute positively. • Passion for leveraging systems and processes to improve efficiency in People and Culture. • Training and/or facilitation skills • Licensing and Background Checks: Current Victorian driver’s licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC). • This role may be required to complete routine medical checks, undergo fit to work testing, update their police check as necessary, and maintain a current Working with Children Check to ensure compliance with organisational policies and safeguarding standards.
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<p>Capability Framework: Level 2 Accomplished</p> <p>Capabilities are the essential skills and behaviours needed for effective role fulfillment, represented as observable actions</p>	
<p>Project Management</p>	<p>Develop skills in planning, executing, and overseeing projects by effectively managing resources, monitoring progress, and ensuring alignment with objectives and budgets for successful project completion.</p>
<p>Change</p>	<p>Drive organisational change by identifying opportunities for improvement, implementing new processes, and ensuring smooth transitions while engaging and supporting stakeholders.</p>
<p>Communication</p>	<p>Enhance communication skills to foster collaboration, clearly convey complex information, and effectively influence decisions while resolving conflicts and building strong relationships.</p>
<p>Good governance</p>	<p>Ensure adherence to policies, legal requirements, and ethical standards by making transparent, accountable decisions and mitigating risks through continuous evaluation and improvement.</p>
<p>Achievement</p>	<p>Achieve organizational goals by setting clear objectives, prioritizing tasks, and delivering results efficiently, while consistently striving for quality and continuous improvement</p>
<p>Leadership Impact</p>	<p>Lead teams by influencing strategic decisions, developing talent, fostering collaboration, and driving long-term organisational success through effective leadership and mentorship.</p>

<p>WHAT WE ARE ALL RESPONSIBLE FOR</p>		
<p>Workplace Health, Safety and Wellbeing:</p>	<p>We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.</p>	
<p>Diversity, Equity, and Inclusion:</p>	<p>We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.</p>	
<p>Code of Conduct:</p>	<p>We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.</p>	



Service Promises:	We Empathise We are Responsive We are Transparent We are Consistent We Follow Through
Safeguarding Children and Young People:	We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers, and Councillors have a legal and moral obligation to keep children safe and promote their best interests.
Sustainability:	We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date:	February 2024
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