



## Role Description

<b>Title:</b>	<b>Industrial Relations Advisor</b>	<b>Location:</b>	Toowoomba Catholic Schools Office
<b>Reports to:</b>	Director: People and Engagement Services	<b>Classification:</b>	Professional Officer Level 5
<b>Directorate:</b>	People and Engagement Services (PES)	<b>Tenure:</b>	Permanent, Full time

### 1. Purpose

The Industrial Relations Advisor provides a source of sound, high level and thorough Industrial Relations (IR) advice throughout the Diocese of Toowoomba Catholic Schools (TCS) and Toowoomba Catholic Kindergartens and Care (TCKC) to support education service delivery and need. This position partners with schools, TCKC and the office to build the capacity of leaders and staff to develop and maintain high professional standards and work practices.

The role holder works within the PES directorate to deliver a range of IR services, and leads and advises on industrial relations services, including interpretation and application of certified agreements, awards, and legislation. The role will represent the TCSO in the negotiation of enterprise bargaining agreements and lead the coordination of related activities.

### 2. Experience and qualifications

#### Essential

- empathy with the values and ethos of the Catholic faith
- relevant qualification(s) in industrial relations, law, human resources or related fields.
- minimum of 5 years' experience in a similar role
- demonstrated experience in applying industrial legislation, enterprise agreements and modern awards
- effective relationship building and influencing skills
- advanced communication and interpersonal skills
- a current Class C driver licence and the willingness to travel
- a current working with children check (Blue Card), or the willingness and ability to obtain one prior to commencement

### 3. Key result areas

- 3.1 Provide strategic, tactical and operational advice and support to the Executive Leadership Team and other stakeholders on a diverse range of contemporary employee related issues, including human resource matters and industrial relations.
- 3.2 Support the TCSO with the preparation and representation before the Fair Work Commission hearings / conferences and other industrial forums and committees.
- 3.3 Provide high level industrial relations guidance and advice, in relation to the interpretation and application of relevant certified agreements, awards and legislation.

- 3.4 Represent Toowoomba Catholic Schools in the negotiation of enterprise bargaining agreements and co-ordinate related activities.
- 3.5 Collaborate and communicate with others to ensure that high professional standards are met
- 3.6 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.7 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

#### 4. Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

#### 5. Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties Statement

### Industrial Relations Advisor: People and Engagement Services

#### **3.1 Provide strategic, tactical and operational advice and support to the Executive Leadership Team (ELT) and other stakeholders on a diverse range of contemporary employee related issues, including human resource matters and industrial relations.**

- provide independent and authoritative employee relations advisory and support services, including delivering critical and sensitive industrial relations advice on complex issues.
- utilise a sound knowledge of legislative requirements, workforce data and evidence-based HR practice in relation to the management of HR issues
- identify, analyse, report and act upon potential hot-spots and emerging issues
- by way of written updates to the ELT, provide strategic, tactical and operational advice on human resource matters which require their awareness and attention
- prepare briefs, reports and recommendations, and maintain effective document management practices in support of actions taken in relation to human resource issues
- create and foster relationships at all organisational levels through constructional dialogues that support strategic and operational needs and outcomes
- engage in the facilitation of organisational, team and individual professional learning within the functional areas of the HR directorate to enhance individual and organisational capability

#### **3.2 Support the TCSO with the preparation and representation before the Fair Work Commission hearings / conferences and other industrial forums and committees.**

- prepare and deliver advocacy on behalf of the Diocese of Toowoomba Catholic Schools in proceedings before the Fair Work Commission (FWC) and other tribunals.
- represent the Diocese of Toowoomba Catholic Schools at various industrial forums and committees in order to achieve the best possible outcomes for TCS.
- review, investigate and prepare responses for the Director; People and Engagement Services to correspondence received from industrial unions
- meet with union representatives as required to work through and resolve industrial relations issues and disputes
- liaise with relevant stakeholders including members of the Executive Leadership Team (ELT) and other parties such as the Queensland Catholic Education Commission (QCEC) as required in order to prepare for Fair Work Commission / conference hearings.

#### **3.3 Provide high level industrial relations guidance and advice, in relation to the interpretation and application of relevant certified agreements, awards and legislation**

- review and deliver context appropriate, accurate and timely advice in relation to policies and relevant processes and practices in HR
- provide independent accurate and relevant advice and support to those requiring assistance in the management of sensitive, complex and confidential issues.
- provide specialised advice and support in working with leaders in relation to the management of staff, volunteers and service providers
- monitor and provide advice to the Director: People and Engagement Services and managers within the directorate of People and Engagement Services on legislative changes to ensure that TCS policies, regulations and guidelines are adjusted to comply with pertinent Acts and Regulations (State and Commonwealth), with a view of implementing best practice approaches where possible

### **3.4 Represent Toowoomba Catholic Schools in the negotiation of enterprise bargaining agreements and co-ordinate related activities**

- coordinate and complete all relevant administrative actions required in preparation to commence an enterprise bargaining process
- liaise with Fair Work to understand obligations, actions and legislative requirements before commencing an enterprise bargaining process
- liaise with relevant stakeholders including relevant union/s, Executive Leadership Team (ELT), staff etc required as part of an enterprise bargaining process
- fulfill all legislative and consultation requirements from start to finish as part of an enterprise bargaining process
- be aware of, and comply with, all timelines as part of an enterprise bargaining process
- be aware of, and plan for, the nominal expiry and replacement of existing enterprise agreements
- lead in conjunction with the Director: People and Engagement Services, negotiations with the Special Bargaining Unit (SBU) and relevant unions as part of an enterprise bargaining process
- undertake negotiations with relevant stakeholders in a collective and results focused manner
- draft enterprise agreements and/or amendments to existing agreements as a result of enterprise bargaining processes
- represent the interests of Toowoomba Catholic Schools and provide input into state-wide enterprise bargaining processes – such as the Queensland Catholic Schools collective enterprise agreement
- provide advice and education to the workforce – both Toowoomba Catholic Schools and Toowoomba Catholic Kindergartens and Care – on all aspects of the enterprise bargaining process – to ensure the workforce is informed when such processes are occurring and to make them aware of their entitlements and rights in respect to these processes

### **3.5 Collaborate and communicate with others to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with internal and external stakeholders and work collaboratively with stakeholders

### **3.6 Contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- contribute as a member of the People and Engagement Services directorate to achieve the strategies set out in the TCS Strategic Plan and integrated strategies
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Director: People and Engagement Services
- attend professional development, spiritual formation and team days as appropriate
- document and report on the progress of initiatives in the TCS Strategic Plan and integrated strategies as required

### **3.7 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment