

Position Description

Position Title:	Senior Employee Relations Advisor
Classification:	Stream C - Specialists, Band 3

Purpose of the Role

The Senior Employee Relations Advisor promotes best practice in Employees Relations, provides expert advice, and support to people managers and employees across the organisation.

The Senior Employee Relations Advisor plays a significant role in ensuring Marathon Health fulfils the legislative, regulatory and industrial obligations applicable to the management of its human resources.

Key Relationships

The Senior Employee Relations Advisor reports to the General Manager Human Resources and works closely with the General, Portfolio and Centre managers and employees.

Position Objectives

Responsibilities for this position include, but are not limited to:

- Provide expert knowledge and advice in relation to human resources generalist functions, including workforce planning, employee engagement and development, employee relations, equal opportunity and diversity, recruitment, retention and organisation metrics
- Lead the delivery of high-quality human resources services, enabling a strong focus on service excellence and delivering both strategic and operational human resources initiatives
- Provide coaching and mentor people managers on general human resources advice and employee relations matters to build their capacity
- Coordinate and review all workers' compensation claims and recovery at work plans.
- Research and provide current advice on the impact of legislation updates and changes. Ensure ongoing compliance with all employment-related legislation (e.g. Fair Work Act and Regulations, WGEA, etc.).
- Develop and implement policies and procedures for employee attraction, recruitment, induction, retention, professional development, succession planning and other human resources activities.
- Contribute to the communication and promotion of Marathon Health's mission, vision, strategy, policies and procedures throughout the organisation.

Other Duties

- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Actively participate in annual performance planning and review activities.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration will be undertaken prior to commencing employment
2. Eligibility to work in Australia
3. Valid Australian Driver's Licence

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____

Selection Criteria

Essential

- Tertiary qualifications in Human Resources or a relevant business discipline
- Significant experience in Human Resources management and Employee Relations (7-10+ year)
- Sound knowledge and understanding of employee relations legislation and complex employee matters
- High level analytical skills with creative, and problem-solving capabilities, making decisions based on evidence balanced with experience and intuition
- Demonstrated ability to build and maintain relationships internally and externally
- Demonstrated high standard of interpersonal and communication skills

Desirable

- Experience in Health Care or not for profit organisation
- Experience in representing or advocacy at the Fair Work Commission