

Position Description

Position title	Employee Relations Advisor
Department / Division	Human Resources, People and Culture
Classification	Grade 6 Year 1 (AO61) – Grade 6 Year 5 (AO65)
Position reports to	Workplace Relations Manager
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE PURPOSE
<p>The Employee Relations (ER) Advisor assists the WR Manager to ensure contemporary advice, risk management strategies and industrially compliant advice and support is provided to RCH. The ER Advisor will provide expert advice on Enterprise Agreement (EA) and regulatory frameworks related to entitlements, remuneration and policy development, while also developing and delivering guidelines and training for RCH Leaders.</p> <p>With a strong understanding of the Australian Industrial Relations system, the role will be a pivotal support to the Workplace Relations Manager, and HR team and wider People and Culture Division.</p>

KEY ACCOUNTABILITIES
<p>Advice & Support</p> <ul style="list-style-type: none"> Professional management and resolution of internal and external IR/ ER matters.

- Participation in bargaining reference groups including taking minutes, reviewing proposals and providing feedback.
- Supporting the Workplace Relations (WR) Manager to establish a suite of effective and best practise templates and resources, educational tools, training and information for the organisation.
- Supporting the WR Manager to implement and build leadership confidence in the interpretation and application of Enterprise Agreements.
- Achievement of RCH organisational change agendas.
- Conduct policy review and development as required and directed.
- Provide contemporary and commercial advice employment and industrial matters, including but not limited to investigations, managing conduct and performance matters, restructure and redundancy and transfer of business matters.
 - Providing administrative support to update the HR Intranet, RCH website and localised folders as directed.
- Facilitate and support proactive employment-related compliance initiatives.
- Contribute towards the development and delivery of resources, education and training opportunities to improve the capability and confidence across the organisation at all levels.
- Support the WR Manager with representation, advocacy and preparation of matters that escalate to the Fair Work Commission (FWC) and/or other tribunals, courts and authorities.
- Contribute to best practice employee and industrial relations practice by monitoring and investigating industry trends, legislative updates, legal or other tribunal precedents and recommend suitable initiatives and solutions relevant.
- Represent RCH in industry and bargaining reference groups as required and directed.
- Attend and contribute to operational project groups, stakeholder meetings and other forums as an ER/IR subject matter expert.
- Assist in the development and delivery of organisational employee and industrial relations procedures, protocols and strategies that ensure legislative compliance, best practice and quality accreditation.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Assist WR Manager with project related activities as required and directed.

Stakeholder Management

- Build and maintain rapport with both internal and external strategic stakeholders such as VHIA, Department of Health, Sector IR Leaders and practitioners, operational, payroll, legal and systems stakeholders and peers in WHS and Human Resources.
- Develop a deep understanding of RCH Divisions, leadership structures and ER strategies.
- Utilise well developed influencing skills to guide management and HR decision making regarding WR/HR matters and ensure compliance with policy, procedure, EAs and relevant legislation.
- Respond to allocated stakeholder enquiries in a timely manner, seeking advice and guidance from the WR Manager regarding complex staff related queries and award interpretations.

Administration, Reports, Payroll & Systems

- Respond to escalated enquiries and dispute notifications in a timely manner and in consultation with appropriate stakeholders.
- Identify and report on administrative and other efficiencies to assist RCH.
- Contribute to HR performance reporting and Case Management.

- Participate in other ER/HR activities and projects as required and directed.
- Identify and raise opportunities for improving ER/HR processes.
- Contribute to a psychologically safe work environment where everyone feels safe to speak up.
- Take reasonable care for your safety and wellbeing and that of others.
- Work collaboratively with colleagues across the P&C Division and wider organisation
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Tertiary qualifications in Law, Employment Relations, Industrial Relations or with related work experience.
- Strong understanding of Australian employment laws and regulations
- Demonstrated experience as an Employee Relations Specialist of greater than 4 years having with direct experience in enterprise bargaining, implementation of enterprise agreements and complex case management
- Demonstrated experience responding to complex industrial matters requiring interpretation and application of industrial instruments with a particular focus on parental leave, long service leave and payments.

Desirable:

- Demonstrated experience using Microsoft suite of programs, HRIS (HR Information Systems), SAP Payroll, SuccessFactors recruitment system (or similar e-recruit system).
- Experience in public health setting.
- Experience working with single interest enterprise agreements, public sector enterprise agreements or multi enterprise agreements.
- Working knowledge of the *Public Administration Act 2004* (Vic) and *Health Services Act 1988* (Vic).

KEY SELECTION CRITERIA

- Strong influencing skills with the ability to steer management decision making with regards to ER/HR matters.
- Demonstrated experience working in a complex industrial relations framework with multiple industrial instruments.
- Demonstrated ability to provide high quality, timely and contemporary advice on complex matters.
- Demonstrated ability to alter advice in consideration of outcomes most suitable to an organisation.
- Demonstrated ability to maintain a flexible approach to workload, with an ability
- Ability to work independently as well as collaboratively as part of a team.
- Strong attention to detail and ability to work to strict deadlines whilst managing conflicting priorities.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION	
<p>All employees are required to adhere to the Royal Children's Hospital Values:</p> <ul style="list-style-type: none"> • Curious - We are creative, playful and collaborative • Courageous - We pursue our goals with determination, ambition and confidence • Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together • Kind - We are generous, warm and understanding <p>RCH COMPACT</p> <p>All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.</p> <ul style="list-style-type: none"> • We do better work caring for children and families when we also care for each other • I bring a positive attitude to work – I share, I laugh, I enjoy other's company • I take responsibility for my behaviour and its impact on others • I am curious and seek out ways to constantly learn and improve • I celebrate the good stuff, the small stuff, the big stuff – it all matters • I speak up when things aren't right • I value the many different roles it takes to deliver great patient care • I actively listen because I want to understand others and make better decisions • I am inclusive and value diversity • When it comes to teamwork, I don't hold back – I'm all in <p>QUALITY, SAFETY AND IMPROVEMENT</p> <p>RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Identifying risks, reporting and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position <p>The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.</p>	
Position description last updated	June 2025