



## POSITION DESCRIPTION

<b>Position Title:</b>	Head of Workplace Relations
<b>Cluster / Business Unit / Division</b>	People, Performance & Capability (PPC)
<b>Classification:</b>	Band 8
<b>Job Family:</b>	Human Resources
<b>Position Description Number:</b>	PD-2511
<b>Work Contract Type:</b>	Manager, Professional
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The Head of Workplace Relations will work collaboratively as a trusted advisor to provide expert advice and support. The position is accountable for leading and driving strategic and cultural change in the areas of workplace relations, policy, and compliance, and will develop strategies and lead negotiations and consultation for new workplace agreements and policy relating to ANSTO employees, and manage implementation. The role is required to develop and implement contemporary HR policies, processes, and practices that are easy to understand and implement while supporting increased engagement, performance, and a positive workplace culture aligned to ANSTO's values. The position will also be responsible for overseeing the effective management of dispute resolution matters including complex cases, workforce design and organisational change while collaborating closely with stakeholders.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages both frontier science and engineering to achieve outcomes and impact for Australia. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds national industries and protects the environment. ANSTO is the home of Australia's most significant nuclear landmark and national infrastructure for nuclear science research and innovation. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year and the opportunity to collaborate with ANSTO.

### ACCOUNTABILITIES & RESPONSIBILITIES

- Provide strategic advice and support to senior executives, managers, and staff on a wide range of workplace relations issues including grievance resolution and the management of performance and conduct matters.
- Oversee workplace investigations relating to serious misconduct/misconduct or workplace relations matters, establish and manage a panel of investigators, and represent ANSTO before industrial tribunals and forums.
- Oversee and partner with senior leaders and the PPC team with respect to people-related change projects that significantly impact ANSTO with regards to workplace relations issues, assisting the organisation to achieve objectives through proper consultation and change management and ensuring compliance with relevant legislation, agreements and policy.
- Provide advice and interpretation of the application of employment legislation, the ANSTO Enterprise Agreement, awards and policies and the potential impact on ANSTO's operations.
- Lead enterprise bargaining negotiations for ANSTO and oversee implementation and compliance.
- Prepare briefing material, correspondence, papers, reports, and other workplace relations related documents for complex matters (up to Board level).
- Initiate, review, and develop procedures and policies in collaboration with key stakeholders to ensure best practice, legislative compliance, and alignment with ANSTO's strategic direction.

- Lead, implement and oversight an integrated approach to dispute resolution and employment related case management with the HRBPs and senior management and facilitate the resolution of issues in the workplace;
- Advise, partner and support the PPC Team in areas such as case management, policy, and compliance activities.

### Decision Making

- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).
- Process improvement including quality documentation for Workplace Relations;
- Strategic advice and direction in relation to workplace industrial issues at tribunals or other external agencies;
- Provision of HR/Workplace Relations advice supporting all of ANSTO using a risk based methodology;

### Key Challenges

- Establish a high degree of discretionary judgement within a framework provided by senior management.
- Establish and foster professional networks in order to promote and advance the organisation's industrial climate.
- Maintain currency of knowledge regarding industrial relations trends, issues and best practice and proactively share this knowledge with senior management and peers.
- Contributing to the creation of a culture of engagement between managers and employees;
- The complexity and sensitivity of many of the issues encountered;
- Ensuing that there is a consistent application of HR practices across the business in line with the 'One ANSTO' philosophy.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
• Senior Management/ the Standing Executive Committee	• daily to provide advice relating to security/HR matters and to prioritise demand
• Union Delegates	• Responsible for negotiating in various industrial relations forums with a wide range of external stakeholders.
• Specific client base	• Responsible for providing HR operational advice and support
• Human Resource Business Partners	• Industrial relations advice, case management advice
Direct Reports	• Nil
<b>External</b>	
Australian Public Service Commission (APSC )	• As required
FWC , Lawyers, Unions	• As required

### POSITION DIMENSIONS

#### Staff Data

Reporting Line	Reports to the Director People Strategy & Performance
Direct Reports	TBA
Indirect Reports	n/a

### Special / Physical Requirements

Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time Frequent travel to ANSTO sites within Australia
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas periodically under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

### Workplace Health & Safety

Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Group Executive / General Manager Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Relevant postgraduate qualifications in law, human resources or other relevant discipline and extensive experience in contributing effectively at senior HR leadership level in a similar organisation and complex environment.
2. Extensive experience in the management of workplace relations and policy in large, complex organisations and demonstrated high level expertise to lead best practice and compliance particularly with the current industrial legislative reforms and wage compliance requirements.
3. Demonstrated Experience in negotiating, developing, drafting, and subsequent interpretation of enterprise agreements, policies, and other industrial instruments.
4. Demonstrated knowledge and application and understanding of the Workplace Relations framework, systems, and procedures, including experience in conducting workplace investigations.
5. Demonstrated leadership ability to define, lead and/or provide advisory support for strategic people-related culture change at levels of scale and complexity.
6. Highly developed interpersonal skills including a proven capacity to identify and effectively manage a complex set of stakeholders and to effectively negotiate with and influence strategic decision makers in relation to workforce management and workforce performance in a large, complex organisation.
7. Accomplished interpersonal and communication skills demonstrated through the successful management of relationships, and the significant ability to persuade and negotiate with internal and external clients and stakeholders on high profile and complex matters

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Gavin Kable	Name:	Gavin Kable
Title:	Director People Strategy & Performance	Title:	Director People Strategy & Performance
Signature:		Signature:	
Date:		Date:	