

Principal Employee Relations Consultant

Department for Child Protection

Nurturing happy, healthy kids so they can grow up safe and reach their full potential.

CLASSIFICATION:

ASO6/ASO7

DIRECTORATE:

People and Culture

REPORTS TO:

Group Manager, Employee Relations and Investigations

FTE:

1.0

ROLES REPORTING TO THIS ROLE:

Nil (subject to change)

ABOUT THIS ROLE:

The Principal Employee Relations Consultant provides a range of consultancy services to Directors and Managers across the Department for Child Protection (DCP), including advice on general employment matters, industrial relations and employee relations issues in accordance with department and government policies, ensuring effective management of industrial risk and progression of change management initiatives. The incumbent will be required to undertake specific investigations as required into human resources issue that impact the operation of DCP.

YOU WILL BE ADDING VALUE BY:

1. Provide expert and comprehensive industrial and employee relations consultancy, information and assistance to Executive and senior managers to facilitate the management of all employee relations matters.
2. Contribute to the development and maintenance of an effective professional employee relations and industrial consultancy function for DCP.
3. Undertake investigations, manage disciplinary processes and provide advice on a range of employee relations matters.
4. Contribute to the development, implementation and review of employee related policy that positions DCP as an employer of choice.
5. Act as the department's representative in matters before the South Australian Employment Tribunal, supporting managers in resolving employment disputes.
6. Contribute to effective management of industrial risk, the progression of change management and organisational development issues by undertaking significant change management projects, representing DCP on such projects and review committees where required and advising on and participating in effective employee relations outcomes.
7. Conduct research, investigation, planning, development and evaluation of agency operations and proposals to facilitate agency commitments and continuous improvement objectives as they relates to enterprise agreements.
8. Provide guidance to managers and directors on HR matters to facilitate informed decision making and resolutions of complex people management issues, and to build capacity across the agency.
9. Assist in the planning, negotiation and implementation of Enterprise Bargaining Agreements for DCP in partnership with the Office for the Public Sector.
10. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
11. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

- Group Manager (direct line manager)
- Employee Relations & Investigations Team
- Senior HR Business Partners
- DCP staff
- Office of the Commissioner for Public Sector
- Office for the Public Sector
- Crown Solicitors Office

QUALIFICATIONS

Essential: a tertiary qualification in Law, Industrial Relations, Human Resources or relevant equivalent experience

Desirable: nil



YOUR CAPABILITIES:

- Demonstrated high level interpersonal and communication skills and the ability to liaise and negotiate with a diverse range of people, including senior management, dealing with sensitive and complex human resources issues.
- Ability to analyse complex issues, identify risks, and formulate recommendations to effectively resolve employee and industrial relations related issues.
- Excellent written skills with proven abilities in producing clear and accurate correspondence within short deadlines.
- Demonstrated experience in resolving industrial disputes, managing complex disciplinary processes and interpreting industrial instruments.
- Demonstrated ability to develop and implement sound industrial and employee relations policies, practices and procedures, and to evaluate their success.
- Knowledge of a diverse and current range of HR/ER and WH&S functions and extensive knowledge in Government legislations, policies and activities related to employment, IR, recruitment and selection, employment contracts, classification management, attraction and retention, training and development, and risk management.
- Demonstrated ability to be persuasive and effective advocate for the implementation of optimal workforce policies and practices.
- Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment.

OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP’s status as a White Ribbon Accredited Workplace.
- Actively support DCP’s commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Group Manager, Employee Relations and Investigations.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some intra-interstate travel (including in a small aircraft) including overnight stay may be required.
- Some out of hours work may be required.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: 31 October 2024



Government of South Australia
Department for Child Protection