



POSITION DESCRIPTION

Position	Senior Employee Relations Project Officer
Reports to	Manager, Employee Relations and Payroll
Team	Employee Relations and Payroll
Key relationships	Employee Relations and Payroll team, Leads and Coordinators, NSWNMA and ANMF NSW Branch employees
ANZSCO code	223111
Salary range	Senior Admin Band 4, Level 1-5
Work Type	Full time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) Employment Enterprise Agreement
Location	50 O'Dea Ave, Waterloo NSW 2017
Date created	01/11/2023
Last updated	28/06/2024

About the Association

The New South Wales Nurses and Midwives' Association (NSWNMA) is the registered union for all nurses and midwives in NSW. The Association represents the industrial interests of nurses and midwives employed in NSW in the public, private, aged care and primary care sectors. Our role is to protect the interests of nurses, midwives and the nursing and midwifery professions.

At the Association, we are strongly committed to fostering a respectful and safe workplace culture that thrives on our values of collectivism, advocacy, innovation, integrity and courage.

About the team

The Employee Relations and Payroll team plays a vital role in aligning people, culture, and processes to achieve strategic organisational objectives.

About the position

The primary purpose of the role is to partner with stakeholders on a range of employee relations matters, by providing expert employee relations advice, and support, the roll out of contemporary people and culture practices and programs.

The successful candidate will be proficient in project and change management best practice and ensure cooperation and commitment in addressing activities that span the full employee lifecycle, from attraction and recruitment, onboarding, goal setting and staff development, to fundamental compliance activities spanning industrial relations, Work Health and Safety and related legislation.

Key accountabilities

1. Partner with stakeholders on activities in the employee lifecycle, including provision of timely and accurate advice, and supporting various people processes, to ensure a seamless employee experience.
2. Provide technical and operational employee relations advice, to ensure the organisation meets legislative and policy requirements across a range of areas such as staff professional development, issue resolution, work health and safety, workers compensation, employee relations policies and procedures.
3. Review, interpret and monitor changes in industrial relations legislation and proactively provide information and advice on appropriate applications to, and impact on, organisational activities, initiatives, policies and procedures.
4. Coordinate and oversee all aspects of project planning, development and implementation for allocated



projects. This includes working with key stakeholders to scope and plan projects; coordinating project tasks; monitoring and reporting against performance indicators; producing project documentation, reports and presentations; and planning and implementing change management strategies to support successful project implementation.

5. Provide advice to and be a key member of the project team delivering transformational people and culture projects aimed at increasing the efficiency of people practices and enhancing employee wellbeing.
6. Build collaborative relationships with various staff groups, to ensure cooperation and commitment in addressing employee relations matters, as well as in the operational implementation of strategic people and culture programs that support the Association's vision, values and strategic priorities.

Key considerations

- Considerable experience in a people partnering role and/or People and Culture project specialist role, preferably in a union or public sector context.
- Ability to prioritise and manage multiple tasks including matters with critical turnaround times.
- Proficiency in adopting an evidence based and data-informed approach to all activities.
- Ability to autonomously make decisions and provide comprehensive advice on appropriate courses of action that might be taken to address a range of employee relations matters.
- Ability to build collaborative relationships with various staff groups, to ensure cooperation and commitment.
- Tertiary qualifications in Human Resources or a related field or equivalent experience in an HR environment.
- Work Health and Safety certification, such as a Certificate IV in WHS is desirable.

Role dimensions

- **Decision making:** This role has autonomy to make decisions around time management and the priority of tasks within deadlines, under supervision. The role operates within an environment of sensitivity and is required to use - judgement in identifying and proposing solutions.
- **Reporting line:** Manager, Employee Relations and payroll
- **Direct reports:** nil
- **Budget and expenditure:** project specific