

Position Description



Position Title	Employee Relations Adviser
Position No	00067660
Delegation Level	005
Job Designation	Employee Relations Adviser
Organisational Unit	Employee Relations
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Principal Adviser Employee Relations

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Coordinate and manage People and Culture issues, strategies and complex case management matters to provide professional services to senior and line leaders and employees.

Position Responsibilities

1. Provide specialist advice, support and coaching to senior and line leaders and employees on Human Resource Management (HRM) to enable best practice and compliance, particularly in areas of HRM, industrial relations and employment law.
2. Coordinate and case manage complex performance and behaviour matters including workplace and corrupt conduct investigations and alternative dispute techniques to deliver sustainable and effective business outcomes.
3. Maintain a strong solutions driven, customer focus with key stakeholders, influencing and engaging with the business to implement effective People and Culture (P&C) practices with their teams.
4. Assist to facilitate effective HRM processes which ensure that employee conditions, benefits and assistance programmes are provided.
5. Manage and maintain accurate case management records, ensuring the timely and robust capture of data into relevant systems.
6. Provide education, awareness and capability development for leaders and the broader business on P&C practices and initiatives and associated legislation, including discrimination, equal opportunity and industrial relations legislation.
7. Represent Queensland Rail in forums in relation to discrimination matters, grievance management, workplace investigations and reporting.
8. Contribute to the planning processes within P&C and assist other areas with incorporating initiatives into plans and business

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operations.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. High level of interpersonal, communication and negotiation skills with an ability to influence and drive outcomes.
2. Substantial level of skill in the provision of specialist advice and support on matters relating to HRM, industrial relations and employment law and other legislation used in the assessment and investigation of workplace and corrupt conduct investigations.
3. Substantial knowledge of contemporary HRM and P&C policies, enterprise agreements and associated legislation.
4. Substantial coaching, research, analytical and problem-solving skills.
5. Substantial level of skill in the coordination and management of strategic People & Culture initiatives.
6. Knowledge of and willingness to commit to and work within Queensland Rails Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.