# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Industrial Relations Manager |
| Job Reference | 77947 |
| Tenure | Indefinite  Full-time or Part-time |
| Salary Range | AU$115,6605 to AU$135,467 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | All CSIRO locations considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Executive Manager – Workplace Relations |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 1 |
| Enquire about this job | Executive Manager – Workplace Relations |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Workplace Relations team is a Centre of Excellence for practical support and tailored advice in dealing with industrial disputes, workplace issues, complex staffing matters and external tribunal matters that affect our CSIRO people. The Industrial Relations Team operates within this function and is made up of subject matter experts on work-related obligations and entitlements between employers and their employees.

The **Industrial Relations Manager** is a critical management position in the Industrial Relations team, reporting to the Executive Manager – Workplace Relations. The role is responsible for leading and implementing the CSIRO Enterprise Agreement Strategy and will drive this by partnering with CSIRO leadership, People Partners, and advisors to guide, educate and provide expert advice on a broad range of employment and industrial relations matters. They will establish strong partnerships with the Policy team to ensure CSIRO’s best interests are always practiced In line with procedures that are compliant with relevant legislation and act as a CSIRO representative in external jurisdictions, industrial tribunes, commissions and sector groups.

**Key Relationships:**

**Internal:** CSIRO Leaders, CSIRO staff and affiliates, CSIRO Staff Association,

**External:** Stakeholders, including Comcare, Fair Work Commission, Australian Public Service Commission, external legal, external investigators.

### Duties and Key Result Areas:

* Investigate, interpret, and provide expert advice on a wide range of employee related matters, and legislative and industrial agreement issues
* At a strategic level, take a lead role in negotiating and supporting CSIRO’s Bargaining team during negotiations for new agreements
* Be a CSIRO representative and support CSIRO’s best interests externally in various jurisdictions, industrial tribunals, Commissions, sector groups and negotiations
* Partner with CSIRO leadership, People Partners, and advisors to guide, educate and provide expert advice on a broad range of employment and industrial relations matters
* Liaise and develop strong working relationships with the Policy team to ensure CSIRO policies and procedures are compliant with relevant legislation
* Endorse and represent CSIRO’s best interests at engagements and disputes including with the relevant unions and employee representatives
* Exercise a forward-focused vision of CSIRO’s industrial landscape and agency of future ambition
* Lead the development and implementation of the CSIRO and Canberra Deep Space Communications Complex Enterprise Agreement Strategies
* Provide expert industrial relations advice on a range of new and emerging CSIRO initiatives
* Communicate openly, effectively, and respectfully with all People, clients, and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team, to carry out tasks in support of CSIRO’s objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct and values, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant Bachelor’s Degree or equivalent experience and postgraduate qualification in Industrial Relations, Employment Law, or other relevant disciplines.
2. At least 10 years’ relevant demonstrated experience working in an industrial/employee relations position in a government organisation, including the management of enterprise agreements negotiations.
3. A significant track record in managing complex industrial relations issues in a public sector environment. Demonstrated experience in representing an organisation in various jurisdictions, industrial tribunals and commissions, sector groups and/or negotiations, preferably within a government context.
4. Comprehensive and specialist knowledge and understanding of the legislative, regulatory, and industrial instruments in relation to employment and industrial relations within the government context. Specialist industrial relations knowledge and skills to provide advice on complex business matters, including mergers, acquisitions and spin-outs, and demonstrated political nous to progress and achieve critical organisation outcomes in a timely manner.
5. Strong problem-solving skills to resolve matters where policy, guidelines, and precedents are not available and the exercise of advanced professional skills to resolve emerging or complex problems as required.
6. Superior interpersonal skills exemplified by experience influencing, establishing, and maintaining strong, collaborative working relations with internal and external stakeholders, including key regulatory bodies.
7. A history of leading others, including a record of leadership which encourages new ideas, builds trust, provide support for the development of emerging skills, works collaboratively and shares and utilises team resources to deliver goals.
8. Demonstrated ability to adapt and actively promote and drive change, and to maintain composure and focus under pressure.
9. Demonstrated professional and respectful behaviours and attitudes in a collaborative environment.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a value-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted