
Department of Health
JOB AND PERSON SPECIFICATION

Position Title: Director, Employee Relations

Classification Code: SAES1

Division: Workforce Development

Branch: Employee Relations

Type of Appointment:

Section:

Position Number:

Position Created: June 2008

Job & Person Specification Approval

CE or delegate

____/____/____

PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document).*

Australia has one of the most culturally and ethnically diverse populations in the world. Having bi-lingual and bi-cultural employees can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

The Director, Employee Relations is responsible to the Executive Director, Workforce Development for the strategic development and implementation of an industrial relations plan and for the provision of leadership and counsel in the conduct of an advocacy, advisory and consultancy service to the Department of Health portfolio.

The Director is required to lead the development and coordination of an industrial relations framework to effect workplace change, clinical reform and improved service delivery. The position will play a pivotal role in the effective management of state-wide health industrial matters and the development and coordinated implementation of an associated risk management plan.

As an effective change agent, the incumbent will significantly contribute to the health reform process in employee relations strategies and will influence enterprise bargaining and other industrial negotiations to ensure the interests of SA Health are effectively represented.

As a member of the Workforce Development Division, the Director will actively participate in strategic planning and decision making relevant to the Division's business plan and ensure sustainable strategic relationships within the health portfolio and relevant stakeholder organisations.

2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

The Director, Employee Relations reports to the Executive Director, Workforce Development and has line management responsibility for staff within the employee relations team.

The position will have close working relationships with senior officers throughout SA Health, in other government agencies and with key community stakeholder organisations.

3. Special Conditions. (such as non-metropolitan location, travel requirements, etc)

- The appointee may be subject to a Criminal History Check prior to confirmation of appointment.
- The incumbent will uphold the values of the Department of Health as reflected in the Strategic Plan.
- The incumbent may be assigned elsewhere within the Department subject to relevant provisions of the PSM Act.
- The incumbent may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.

4. Statement of Key Outcomes and Activities (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

Develop, implement and maintain an effective industrial relations framework and associated system which will meet current and future client needs, business plans and associated strategic agenda.

Provide significant and critical input to ensure employee relations systems are in place to support the design, trial implementation and final implementation of new clinical roles and clinical support roles associated with workforce reform.

Significantly contribute to the achievement of sound employee relations throughout the agency by managing the timely and effective resolution of human resource issues and the establishment of strategies to maintain positive working relationships between staff, management, relevant government bodies and recognised employee representative bodies.

Lead the development and promotion of changes in relevant industrial relations practices, procedures and policies to support future flexible and interchangeable workforce roles and initiating or leading major reviews in accordance with the proposed workforce reform agenda.

Effect the provision of an efficient and timely employee relations service to identified client account areas by ensuring an appropriate industrial relations advisory, negotiating and advocacy services to the Chief Executive, Executive Directors, Directors and managers across SA Health.

Provide an industrial relations focused quality and risk management framework which facilitates effective, efficient service provision and identify and mitigate risks by:

- designing and establishing the framework and plan
- developing risk strategies and procedures to identify and mitigate risks
- analysing strategy and planning initiatives, service delivery mechanisms and an operational environment to identify risks and inform the risk management plan
- providing authoritative advice in regard to corporate accountability, corporate governance and internal control principles and risk management standards;
- advocating with relevant networks and groups to capture and report on issues and facilitate the exchange of information;
- monitoring and analysing best practice, service demands and key stakeholder perceptions with regard to industrial relations.

Significantly contribute to the effective management of enterprise bargaining within the Health Portfolio by:

- representing the Portfolio in relevant industrial forums;
- leading, co-ordinating and participating in relevant consultative processes where appropriate;
- providing leadership in the empowerment and encouragement of management and employees participation in relevant activities;
- identifying, initiating, implementing and assessing strategies that provide effective and efficient outcomes to relevant activities.

Effectively manage of the employee relations team by:

- ensuring the effective development and delivery of services
- developing and empowering staff to carry out their duties in the most cost effective and efficient manner possible and expanding their career horizons
- deploying staff in a manner consistent with conditions of employment and policy provisions.

Contribute to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Ensure the promotion and implementation of the General Public Sector Management Aims, Personnel Management Standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

5. Core Competencies

The South Australian Executive Service (SAES) competency framework forms the DNA of leadership within the public sector. The framework provides the mechanism by which the SAES links the attraction, recruitment, development, performance assessment and retention of executives to a consistent and robust set of competencies that articulate the specific behaviours required to achieve optimum performance levels. The use of the competency framework enables executives to measure performance and manage succession, building executive strength and talent in public sector positions. The core competencies of the SAES framework require executives to be able to:

1. Shape Strategic Thinking and Change
2. Achieve Results
3. Drive Business Excellence
4. Forge Relationships and Engages Others
5. Exemplify Personal Drive and Professionalism.

Approved by Line Manager: _____ / /

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications (include only those listed in **Commissioner's Standard 2, Attachment C** as an essential qualification for the specified classification group)

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Excellent written skills and a sound ability to research, develop, manage and evaluate policy, practices and standards.
- Highly developed interpersonal skills together with proven abilities in leading, liaising, consulting and negotiating complex and sensitive issues.
- Demonstrated ability to maintain effective communication links between key areas of the organisation and with stakeholders.
- Demonstrated leadership qualities and an ability to be an effective change agent, including the skills to lead, manage and motivate a range of skilled and professional staff.
- Demonstrated commitment to the education, development and well-being of staff.
- An ability to manage to the spirit and principles of the premier's safety commitment and the legislative requirements of the Occupational Health Safety and welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

Experience

- Significant experience in high-level negotiations in an industrial relations environment, involving the development and implementation of major enterprise bargaining agreements.
- Considerable experience in the implementation of an industrial relations focused quality and risk management framework.
- Experience in the development of an effective industrial relations framework to support workforce reform.
- Demonstrated experience in the interpretation and application of Industrial Awards, Acts and Agreements.
- Experience in the provision of industrial related information and advice to executive and senior staff in a clear and concise manner.
- Experience in successfully initiating and implementing innovative workforce management strategies.
- Experience in leading a team to meet performance outcomes in a large, complex service oriented agency.
- Experience in advocacy before industrial tribunals.

Knowledge

- Detailed knowledge of health policy and current issues facing the health industry, especially related to the workforce and workforce reform.
- Sound and up to date knowledge of employee relations theory, principles, policies and practices at the state and national level.
- Knowledge of the legislative frameworks and policies relating to Occupational Health, Safety and Welfare, EEO and personnel management standards as they relate to the scope of the position.
- Knowledge of acts, regulations and policies relating to employment in the public sector.
- Knowledge of negotiation processes at system-wide and agency levels.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (include only those listed in **Commissioner's Standard 2, Attachment C**, as an essential qualification for the specified classification group)

Relevant tertiary qualification in an Industrial/Human Resource Management related area.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Ability to achieve significant outcomes to support flexible work practices in a complex work environment.

Experience

-

Knowledge

- Understanding of Quality Management principles and procedures

Other Details:

COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department's Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

The values behaviours that reflect **honesty, respect and integrity** from every individual. These values are used in day to day communication and interaction between all employees and are linked to the DHS Strategic Plan (2002 – 2005), the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

Honesty

We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

Respect

We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

Integrity

We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

I _____ have the ability and commitment to behave consistently with the stated values of the Department of Health.

Signature

Please complete and return attached to your application to the nominated person

"The right people with the right skills in the right place at the right time"