
MANAGER EMPLOYEE RELATIONS

SEPTEMBER 2021



Location:	Flexible work arrangements - work in a way that suits you best and delivers to agreed Orygen outcomes
Division:	People and Culture
Classification:	Commensurate with skills and experience
Employment type:	Full-time position available for 1 year with the opportunity for further employment
Position reports to:	Director, People and Culture

1. POSITION SUMMARY

The Manager Employee Relations plays a key leadership role as a member of the Senior People and Culture team. As our Manager Employee Relations, you will provide advice and support on workplace relations matters that align with business strategies whilst working on enterprise agreement lifecycle project work. The role provides business support through technical expertise and a pragmatic and contemporary approach which undertakes problem solving through consultation, research and collaboration.

This role will be required to work closely with the broader People and Culture team and internal communications to lead on the development of Employment Relations strategy and initiatives and to ensure successful implementation across the organisation.

The role will lead the development of the industrial relations strategy to support the development of our new workforce, including the smooth transition of staff from other parts of the mental health network in line with the Royal Commission in the Victorian Mental Health System.

2. POSITION CONTEXT

The outcomes of the Royal Commission into the Victorian Mental Health System enable a revolutionary new era of reform in mental health.

Creating the workforce to support the development of a new mental health system is paramount to the successful implementation of these reforms. The sector faces a number of workforce challenges including the complex nature of its workforce planning and a significant workforce shortage.

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our workforce is diverse and includes:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.

- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by NorthWestern Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen.
- A knowledge transfer program drawing on Orygen's research and clinical expertise provides an array of resource and workforce development including providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government and other policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

This position will work to further strengthen the unification of the above systems, supporting the development of Orygen's workforce for the future.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation
COMMITMENTS	Orygen has made a strategic commitment to partner with First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people

4. KEY RESPONSIBILITIES/OUTCOMES

The Manager Employee Relations will:

- Provide strategic leadership and operational management of the Workplace Relations function, to ensure seamless delivery of workplace relations business requirements.
- Lead the development of a strategy and approach for disaggregation of staff from other health networks to Orygen, identifying risks and mitigation plans, developing key communications aids, and support to the transformation.
- Provide advice on Modern Awards, staff related Agreements, and associated industrial instruments or legislation (e.g. Equal Employment Opportunity, Fair Work).
- Provide end to end management of enterprise bargaining projects with a focus on research and analysis to assess options, alignment between enterprise bargaining activity and the broader people strategy, building detailed written bargaining plans through to implementation.
- Manage and direct industrial matters and provide robust technical advice on complicated cases and issues.

- Working with senior and operational leadership on EBA approval, execution and reporting.
- Work collaboratively with external stakeholders, including unions ensuring proactive and constructive communication and a resolution focus.
- Lead the development and management of People and Culture Policies and Procedures ensuring they are maintained and compliant with employment related obligations.
- Ensure knowledge of current workplace relations issues is maintained and pertinent developments or learnings are shared with the business.
- Work closely with the wider People & Culture function to integrate bargaining outcomes.
- Working with the P&C Business Partners act as the strategic Employee Relations partner to business leadership teams and provide thought leadership and guidance on all aspects of employee relations.
- Partner with the Director People and Culture to develop and meet budget requirements.
- Manage and contribute to related People and Culture projects and initiatives as directed by the Director People and Culture.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Possess Tertiary degree qualifications from a recognised institution in the area(s) of Law, Human Resources, and/or Industrial Relations;
- Strong knowledge of Fair Work Act (2009), current employment legislation and significant experience in the interpretation of awards/enterprise agreements and employment legislation
- Demonstrated experience as a consummate leader, business partner and change agent, with the gravitas to build high-trust relationships at executive level in a diverse and complex environment;
- Ability to drive the adoption of innovative solutions, truly embedding them into a complex organisation;
- Able to develop valued relationships with Senior Executives, Managers and staff alike.
- Politically savvy, able to achieve desired outcomes in an environment of competing priorities and objectives.
- Strong relationship building and stakeholder management skills, and the ability to drive positive change through exceptional delivery and results.
- An ability to work under pressure and manage conflicting priorities with ease
- A positive attitude a sense of humour and fun.
- Strong administration skills and a high level of attention to detail.
- Exceptional verbal and written communication skills.

5.2 Desirable

- Experience working within health or similar would be beneficial

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- You may be required to travel interstate or intrastate on occasion.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	