



Restructure Consultation Paper  
**Employee Relations, and Industrial  
Relations**  
People and Culture Directorate

May 2023



Comments or feedback on this proposal can  
be submitted in writing to:

Fiona Fahey

Director People and Culture

[Fiona.fahey@health.nsw.gov.au](mailto:Fiona.fahey@health.nsw.gov.au)

By close of business 17 May 2023

## Version Control

Version Number	Date (DD/MM/YYYY)	Details of Changes	Author (Name and Position Title)
1	14/04/2023		Fiona Fahey, Director People and Culture
2	26/04/2023		Fiona Fahey, Director People and Culture

## Contents

<b>Version Control</b> .....	3
<b>1. Overview of SESLHD Employee Relations, and Industrial Relations – People and Culture Directorate</b> .....	5
<b>1.1 Background</b> .....	5
<b>1.2 Current Organisation Structure</b> .....	8
1.2.1 Current Organisation Charts .....	8
<b>1.3 Case for Change</b> .....	9
<b>2. Proposed Organisation Structure</b> .....	10
<b>2.1 Proposed Organisation Chart</b> .....	10
<b>3. Proposed changes to Positions</b> .....	11
<b>3.1 Positions with Changes to Reporting Lines</b> .....	11
<b>3.2 New Positions</b> .....	11
<b>3.3 Deleted positions</b> .....	11
<b>3.3 Positions with changed responsibilities</b> .....	12
<b>4. Consultation</b> .....	12
<b>5. Restructure Timeframe</b> .....	12
<b>6. Position Descriptions</b> .....	13
<b>7. Endorsement</b> .....	13

# 1. Overview of SESLHD Employee Relations, and Industrial Relations – People and Culture Directorate.

## 1.1 Background

The SESLHD *Exceptional Care, Healthier Lives* Strategic Plan 2022-25, identifies *Supporting Teams to Thrive* as a strategic priority, within which the following focus areas are identified:

- Effective and authentic relationships that promote wellbeing
- Staff who work autonomously in the delivery of exceptional care
- Accountable, values-based leadership
- Development opportunities for staff to excel
- Collaborative, diverse, and inclusive teams who work towards a shared vision

The People and Culture (P&C) vision is to foster a culture where our people can reach their full potential by enabling our leaders and our people in delivering the best employee and patient experience through the provision of contemporary people solutions and advice.

**The Employee Relations team** has District wide responsibility for managing formal case management of matters relating to formal employee conduct, complaints, grievances and performance matters. The team manage the most complex and sensitive people management matters across SESLHD, such as investigating reportable conduct, corrupt conduct, and matters requiring notifications to external organisations. The following responsibilities are managed by the team:

- **Case management of all formal employee related matters**
  - - Medical terminations
  - - Misconduct processes
  - - Recruitment review requests
  - - Bullying/discrimination/harassment complaints
  - - Probation annulments
  - - Nursing and Midwifery Framework show cause processes
  - - Formal performance management
  - - Other termination processes
  - - Criminal charge risk assessments, where already employed (ie. new charges revealed by periodic aged care checks)
- **Service Check Register management**
  - - SESLHD entry management
  - - SCR reviews (from and to other LHD's)
- **OCG/Reportable conduct (RC)/Criminal charges and convictions**
  - - Reportable conduct entity reporting
  - - Support for RC risk assessment and management
  - - Response to OCG information requests (section 31 notices) for WWCC assessments
  - - Support for criminal charge and conviction risk assessment and management
- **HCCC information requests**

- - Management of responses to HCCC information requests concerning registered staff members
- **Lunch and learn delivery to build capability of leaders**
- - Development and delivery of monthly sessions
- **Information provision**
- - Investigation timeframes for SGH SCC
- - eMR case breach info to support internal audit ICAC reporting
- - Fortnightly catchups with Lead BPs
- - Monthly reports – ER cases and Aboriginal employment
- **Vaccination compliance**
- - Show cause and terminations (staff returning from long term leave)
- - Mass mailings concerning policy compliance
- - Direction to comply with policy letters
- **Aboriginal Workforce**
- Aboriginal Workforce Implementation plan
- Aboriginal Workforce reporting
- **Ad hoc work**
- - Letters to door screening staff concerning cessation of role
- - Responding to Safework information request, pins
- - Template/policy reviews

**The Industrial Relations team** has District wide responsibility to manage and settle Industrial Disputes in a strategic, timely and commercially astute way whilst providing internal support and advice regarding Industrial instruments and implications of operational decisions from an IR perspective. The team is responsible for:

### 1. Providing Advice

- Managing internal queries in a way that is accurate and timely.
- Award interpretation.
- Policy interpretation.
- Industrial legislation interpretation.
- Employment contract interpretation.
- Policy updates.
- Managing Injured workers.
- To HRBPs/HSW/WO/PeopleAssist.
- Direct from GMs or Executive

### 2. Advocacy

- Managing tribunal matters in:
  - NSW Industrial Relations Commission (NSWIRC) – unfair dismissals and industrial disputes
  - NSW Anti-discrimination Board (NSWADB)– discrimination and sexual harassment complaints
  - Australian Human Rights Commission (AHRC)- discrimination and sexual harassment complaints
  - NSW Civil and Administrative Tribunal (NCAT)- discrimination and sexual harassment complaints not resolved at the NSW ADB or AHRC
  - Chief Industrial Magistrates Court (NCAT)– underpayment claims

- Fair Work Commission (FWC)– Adverse action applications and applications to stop bullying.

### **3. Dispute Resolution**

- Assisting with communication and correspondence to the Unions regarding industrial matters.
- Managing informal disputes with the unions, HR and line management.
- Managing and advising on proposed and actual industrial action including liaising with the unions, management, DPC and CE and the MoH.

### **4. Restructures/Major workplace Changes**

- Overall assistance with the IR challenges of workforce change.
- IR support and training for restructures –training and coaching for Managers, advice on consultative processes, facilitation of USCC and any follow up meetings, reviewing USCC minutes, drafting/reviewing responses to unions.

### **5. Committees**

- District Grading Committee (DGC) (fortnightly) Chair and Secretary of the including managing applications, deadlines, update SharePoint site, the preparation of the DGC agenda, taking minutes during the meeting and the distribution of minutes approved by the DP&C to HRBP's for action following the meetings. Review of all applications and provide comments.
- Joint Consultative Committee (JCC) (quarterly) Committee Member. Prepare detailed update on current industrial matters for CE before JCC, review of previous minutes and action items, responsible for P&C action items from JCC.
- Nursing Grading Committee (fortnightly) Committee member. Review of all applications and provide comments.
- USCC Meetings (Facilitator) on a needs basis.

### **6. Reporting**

- Huddle Report MoH (weekly).
- DPC and CE report (weekly).
- Dashboard (weekly).

### **7. Strategy**

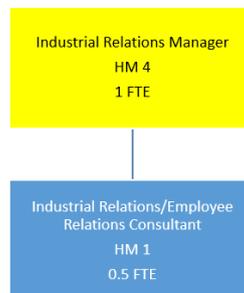
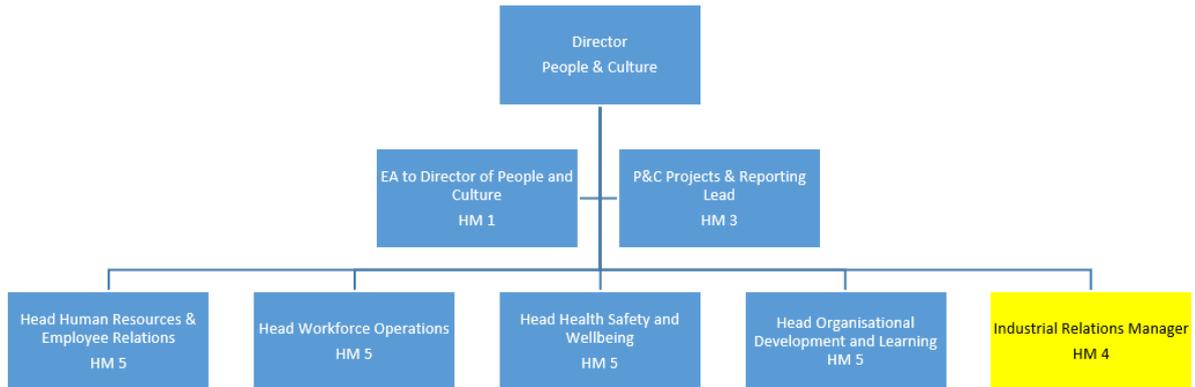
- IR Strategy
- DGC Review

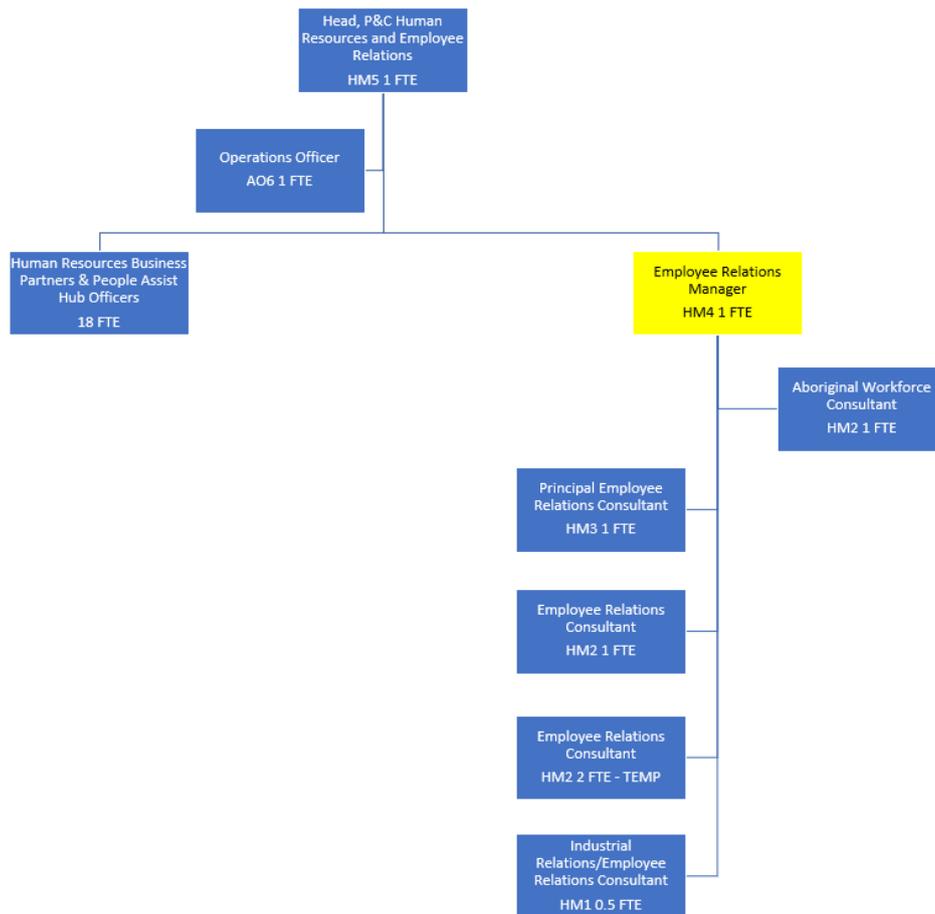
### **8. Training**

- IR Training – for HRBP, ER and Line Managers (on request). Have training modules (ROE, USCC, Managing Injured Workers, Unfair Dismissal Update) but also create bespoke training where there is an identified need or request.

## 1.2 Current Organisation Structure

### 1.2.1 Current Organisation Charts





### 1.3 Case for Change

The function has been reviewed to ensure that the expertise and services the team offer are placed within the real and current concerns of the business to create value. The drivers of change are:

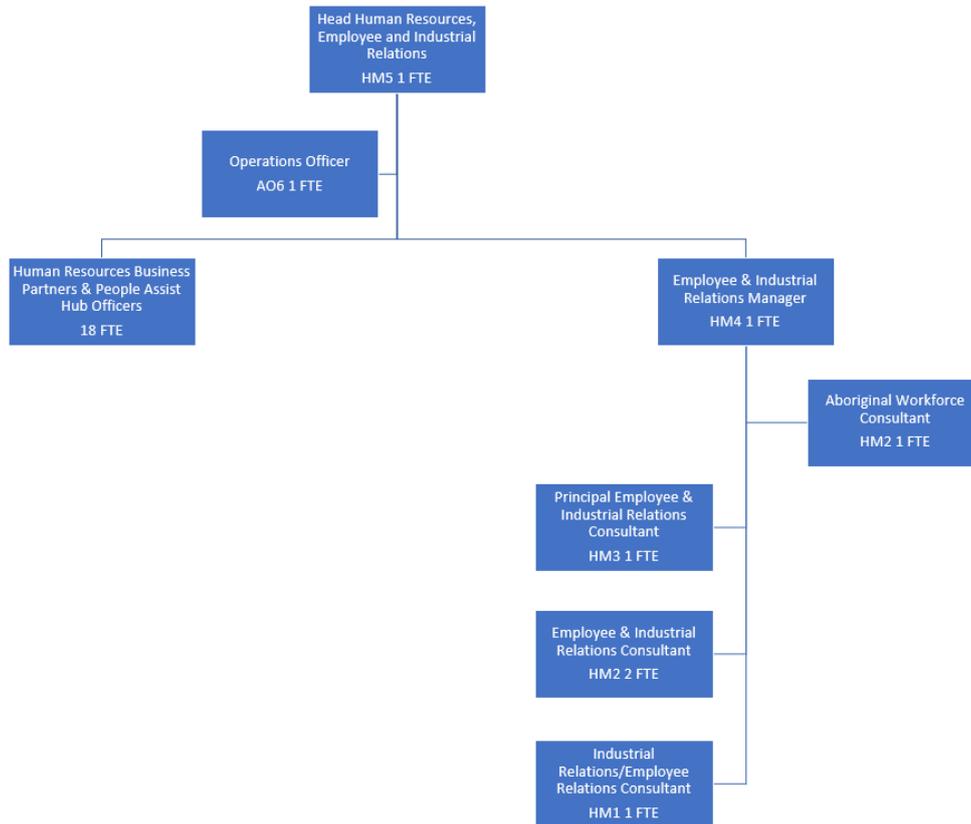
- The requirement for a more contemporary and flexible structure which can be responsive to the changing needs of the organisation, comprised of roles which have greater breadth and scope.
- To reduce crossover and duplication of work between ER and IR, for example in relation to end-to-end case management, and IR and the HR Business Partners in relation to restructure USCC's and dispute resolution at a local level.
- The requirement for the team to be able to adapt quickly and to better collaborate across the P&C team and the LHD to respond to different priorities at different times and successfully deliver the P&C priorities, ultimately to contribute to *Supporting Teams to Thrive*.
- The requirement to provide improved career development and succession planning for critical skills within P&C in a highly competitive market, which will also improve team flexibility and leave cover.

At the commencement of the ER team in 2021, two additional Employee Relations Consultant (HM 2) positions were created on a temporary basis for a twelve month period to assist with the backlog of investigation work, and enable the team to become established as a District wide function.

These two positions were renewed for a further twelve month period for the FY 2022-23 due to the ongoing additional work created by the requirement for COVID vaccinations. These positions will cease in June 2023, leaving the ER team with 3.5fte ongoing (including the Manager).

## 2. Proposed Organisation Structure

### 2.1 Proposed Organisation Chart



This proposal details a revised structure and function for the Employee Relations and Industrial Relations teams within People and Culture Directorate, transferring funding from positions currently in Industrial Relations, and the associated functions of these positions, into the Employee Relations team to establish a new Employee and Industrial Relations team, reporting into the Head of HR and Employee/Industrial Relations.

The proposal deletes the current Head of Industrial Relations (HM 4) and Employee Relations Manager (HM4) positions, the former reporting to the Director People and Culture. The proposal merges these two positions and teams and transfers the funding, including that of the 0.5fte of the ER/IR Consultant (HM 1) position currently funded to Industrial Relations, to the Employee Relations team – to be newly titled as the Employee and Industrial Relations team.

The proposal builds on the business case approved in June 2021 which was approved to provide additional capacity and capability within the Employee Relations team following feedback from stakeholders across the District. The revised structure allows for more effective delivery of ER and IR services, taking an integrated approach and providing end to end support/advice.

The revised structure proposes a change to the service delivery model whereby Employee Relations and Industrial Relations are combined. The increased breadth of the HM 4, HM3 and HM2 roles will enable a broader scope of work within the roles to provide a more holistic view of solutions from a

people management perspective, and provide greater opportunities to the incumbents for professional growth and development.

### 3. Proposed changes to Positions

#### 3.1 Positions with Changes to Reporting Lines

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected
1	IR/ER Consultant (HM 1)	Currently funded 0.5fte to 181139 and 0.5fte to 182104. Change to 1 fte funded to 181139, and reporting to new Employee Relations and Industrial Relations Manager (HM 4) position.	Filled	Yes

#### 3.2 New Positions

No.	Position Title	Summary of Proposed Change
1	Employee and Industrial Relations Manager (HM 4)	New permanent position, 1FTE.
2	Employee and Industrial Relations Consultant (HM 2)	New permanent position, 1FTE.

#### 3.3 Deleted positions

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected?
1	Employee Relations Manager (HM 4)	Delete position. (Transfer of responsibilities to the newly created Employee and Industrial Relations Manager and team).	Filled	Yes
2.	Head of Industrial Relations	Delete position (Transfer of responsibilities to the newly created Employee and Industrial Relations Manager and team).	Filled	Yes

### 3.3 Positions with changed responsibilities

No.	Position Title	Summary of Proposed Change	Filled or Vacant	Incumbent affected?
1	Principal Employee Relations Consultant (HM 3)	Change of position title to Principal Employee and Industrial Relations Consultant. Combined ER and IR responsibilities.	Filled	Yes
2.	Employee Relations Consultant (HM 2)	Change of position title to Employee and Industrial Relations Consultant. Combined ER and IR responsibilities.	Filled	Yes

## 4. Consultation

### Consultation Plan

All changes will be managed in line with *NSW Health PD2012\_021 Managing Excess Staff of the NSW Health Service* and *SESLHD PD/180 Management of Organisational Restructures and Other Reforms in SESLHD*. Upon conclusion of the consultation period and provision of a response to feedback including any changes as a result, all staff who will be affected by deletions, realignments or change of reporting lines will be informed in writing that they are affected. New positions will be advertised and a merit - based selection process will be undertaken. Where staff are not matched or appointed to a position, they will be declared excess.

This Restructure Consultation Paper and the draft position descriptions will be released for consultation for a period of two weeks. The Director People and Culture will have discussions with the staff directly impacted by the proposal and the broader People and Culture team as part of the consultation period.

The Health Services Union (HSU) will be notified of the proposed restructure and invited to provide comment and feedback. The Director People and Culture will consider all feedback received as part of the consultation process.

## 5. Restructure Timeframe

Task	Documentation/Task	Timeframes (Indicative) Week Commencing
Restructure Consultation documents completed	Restructure Consultation Paper	28 April 2023
Consultation period with staff and unions commences	Restructure Consultation Paper and draft position descriptions	2 May 2023

Consultation period closes	-	17 May 2023
Feedback reviewed and considered.	Restructure Consultation Paper Feedback from consultation	w/c 15 May 2023
Final consultation document incorporating any changes identified during consultation circulated	Restructure Consultation Paper (Final)	19 May 2023
Written advice issued to affected staff	Letter to advise of 'affected status'	19 May 2023
Process of direct matching of affected staff to positions in the new structure	Letter to advise of matching to position	19 May 2023
Vacant positions advertised	Expression of Interest for HM 4 Employee and Industrial Relations Manager position	w/c 22 May 2023
Selection process for positions commences	Assessment of applications and interviews	w/c 29 May 2023
Written advice issued to staff appointed to positions	Letter to advise of appointments	w/c 29 May 2023
Staff without positions declared 'excess' to requirements and offered a voluntary redundancy, or the option to be redeployed	Letter to advise staff of 'excess status'	w/c 5 June 2023

## 6. Position Descriptions

No.	Document description	Internal Ref.
1	Employee and Industrial Relations Manager (HM 4)	Revised position description
2	Principal Employee and Industrial Relations Manager (HM 3)	Revised position description
3	Employee and Industrial Relations Consultant (HM 2)	Revised position description

## 7. Endorsement

### Executive Sponsor

<b>Name</b>	Fiona Fahey
<b>Position Title</b>	Director People and Culture
<b>Signature</b>	



<b>Date</b>	01 May 2023
-------------	-------------

## Employee and Industrial Relations Manager

<b>Facility/Service</b>	People and Culture
<b>Department</b>	People and Culture Human Resources, Employee and Industrial Relations
<b>1.1.1 Manager</b>	Head Human Resources, Employee and Industrial Relations
<b>1.1.2 Position Number</b>	
<b>1.1.3 Cost Centre</b>	181139

### 1.1.4 Section 1 – Role Details

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *:</b>	Employee and Industrial Relations Manager	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 4	
<b>Job Category Coding (ROB)*</b>	Human Resources and Recruitment	
<b>Job Classification Coding (ROB)*</b>	Workplace Relations	
<b>Speciality Coding (ROB)</b>	Workplace Relations Management	
<b>Does this require Senior Executive Level Standards?</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Does this role manage or supervise others?*</b>	NO	Choose Yes or No depending on the scope and role of the position holder
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Employee and Industrial Relations (ER/IR) Manager provides strong leadership and senior management to the ER/IR team, whilst managing the operations of the ER/IR team to ensure delivery of an integrated and effective District-wide service which meets policy and statutory requirements.</p> <p>The ER/IR manager provides expert advice and guidance to the Directors and General Managers when handling the most complex and sensitive matters across SESLHD, such as reportable conduct or matters requiring external notifications.</p> <p>The ER manager is also responsible for managing the work of the Aboriginal Employment Consultant to attract, retain and develop Aboriginal employees and contribute to the achievement of SESLHD's Aboriginal Workforce Strategic Plan objectives.</p>

### 1.1.5 Section 2 – Key Accountabilities

<p><b>Standard Key Accountabilities*</b></p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> <li>• Provide sound leadership, senior management and operational oversight to the ER/IR team through the development and implementation of effective strategies to ensure the provision of excellent case management and advocacy in tribunals (where applicable) and delivery of quality and trusted service for matters related to sensitive employee misconduct, concerns about clinicians, bullying complaints and probation annulments.</li> <li>• Provide sound leadership, senior management and operational oversight to the Aboriginal employment consultant to attract, retain and develop Aboriginal employees and meet the objectives of the SESLHD's Aboriginal Workforce Strategic Development Plan.</li> <li>• Ensure that the investigations of complex and sensitive matters conducted by the ER/IR team are handled according to procedural and policy requirements and that the team meets Key Performance Indicators, such as conducting investigations within appropriate timeframes, reducing spend on external investigators and legal professionals, and improving staff satisfaction regarding the resolution of ER/IR matters.</li> <li>• Provide advice and guidance to the Principal ER/IR Consultant when managing the handling of reportable conduct, criminal charges, and Working with Children Checks relating to SESLHD employees to ensure compliance with reporting, policy and statutory requirements.</li> <li>• Develop, maintain and identify opportunities to forge productive strategic relationships with staff and other key stakeholders, including SESLHD's Human Resources Business Partners, People Leaders, legal advisors and employees as well as Union delegates and officials, to ensure priorities are met.</li> <li>• Evaluate existing and proposed ER/IR service practices, policy and operational procedures and use insights gained from reports on key performance indicators to ensure compliance with all obligatory requirements, promote the cultural values of SESLHD, improve workplace conduct and culture and enhance the health and wellbeing of SESLHD staff members.</li> <li>• Establish and implement effectual strategic directions and business plans through fostering a consultative framework with the Head Human Resources, Employee and Industrial Relations, other People &amp; Culture managers, People Leaders and employees, in order to ensure the highest standards of ER/IR case management are achieved and Aboriginal employment objectives are met.</li> <li>• Uphold the highest standards of professionalism at all times by performing the functions of this role efficiently,</li> </ul>
--	---------------------------	--

		<p>economically, fairly, impartially and with integrity and by actively advocating organisational principles and values, to ensure that Health Service and Government expectations are met.</p> <ul style="list-style-type: none"> <li>• Maintain responsibility for personal and professional development by participating in training/education activities, and performance reviews/appraisals in order to continuously improve the level of management and leadership in the service</li> </ul>
--	--	--

### 1.1.6 Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>▪ Independently managing deadlines, prioritising work and balancing resources among competing work demands</li> <li>▪ Utilising the appraisal and performance development system to promote staff development and service improvement, and ensure staff are meeting key performance indicators.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>▪ The ER/IR manager has substantial autonomy in the management of staff and other resources within ER/IR, including managing the performance for others to achieve work objectives.</li> <li>▪ Ensuring work is of a very high standard whilst complying with regulatory and legal constraints, and selecting appropriate responses to scenarios, issues and challenges with limited precedent.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Managing key relationships with both internal and external stakeholders.</li> </ul>

### 1.1.7 Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role's primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Head Human Resources, Employee and Industrial Relations
	<b>Why?</b>	Collaboration regarding the operational direction of service delivery, escalation of issues and provide regular updates.
	<b>Who?</b>	ER/IR team
	<b>Why?</b>	Management of team, including work allocation, performance development and support, and providing direction
	<b>Who?</b>	SESLHD facility/Directorate executive, Human Resources Business Partners and broader People and Culture team
	<b>Why?</b>	Provide advice of ER/IR trends and insights, collaboration on ER/IR and Aboriginal employment strategies and initiatives, and maintain regular communication and interaction
<b>Does this role routinely interact with external stakeholders ?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	NSW Ministry of Health
	<b>Why?</b>	Exchange of information and resources
	<b>Who?</b>	Outside agencies, such as Unions, Health Care Complaints Commission and Professional Registration bodies

	<b>Why?</b>	Exchange of information and ensure policy and SESLHD's legislative obligations are fulfilled
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>		NO

### 1.1.8 Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	5
Indirect Reports	0

### 1.1.9 Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	<i>Complete as relevant to the role</i>
Other \$	<i>Complete as relevant to the role</i>

### 1.1.10 Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Dependant on position applied for you will need to complete/provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li><i>Staff who supervise others:</i> As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety incidents, injury, hazards, risks, concerns or unsafe behaviour in the SESLHD IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.</li> <li><i>Staff who do not supervise others:</i> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies, procedures and training relating to work health, safety and wellbeing, including identifying and notifying any safety incidents, injury, hazards, risks, concerns or unsafe behaviour to the</li> </ul>
---------------------------	--------------------	--

		manager and reporting these in the SESLHD IMS+ safety reporting system within 24 hours.
	(Free Text)	

### 1.1.11 Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary qualifications in Human Resources Management or Employee/Industrial Relations or relevant equivalent work experience, or a combination of study and work experience.
2	Proven experience in, and demonstrated record of sound achievement and leadership at a senior management level in a complex organisation and the ability to contribute at a senior level to the success of the broad People and Culture team to share learnings and facilitate cross-learning to build expertise and best practice.
3	Demonstrated experience leading the work practices of a team, and ensuring that end-to-end case management is conducted with well-developed interviewing, analysis, research and report writing skills, and in accordance with policy and statutory requirements.
4	Demonstrated ability to manage multiple responsibilities in a highly complex and high volume work setting, and within specific timeframes.
5	Demonstrated excellence in all aspects of the management of human resources using strategic planning, integration and evaluation skills to ensure available resources are used effectively within the ER/IR services.
6	Excellent strategic planning and policy development skills, including the ability to make complex judgements and make decisions in matters where there is no precedence.
7	Excellent negotiation, coaching, and influencing skills, including the ability to interact constructively and collaboratively with a diverse range of stakeholders, through all organisational levels.
8	Highly developed and effective written and oral communication skills, and an ability to prepare detailed correspondence and reports to all stakeholders, including managers or directors.

### Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	(Mandatory)	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> <li><i>Staff who supervise others:</i> Recruit, coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit</li> <li><i>Staff who supervise others:</i> Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget</li> </ul>
	(Free Text)	

### 1.1.12 Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

## Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Respirator use - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials – <a href="#">note: N/A is not acceptable</a>	Not Applicable
Sitting – remaining in a seated position to perform tasks	Constant
Standing – remaining standing without moving about to perform tasks	Frequent
Walking – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Running – floor type: even/uneven/slippery, indoors/outdoors, slopes	Infrequent
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Frequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Not Applicable
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Infrequent
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Infrequent
Hand and Arm Movements – repetitive movements of hands and arms	Occasional
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Frequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Infrequent
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Not Applicable
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Not Applicable
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent

Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

**Principal Employee and Industrial Relations Consultant**

<b>Facility/Service</b>	People and Culture
<b>Department</b>	People and Culture Human Resources, Employee and Industrial Relations
<b>1.1.13 Manager</b>	Employee and Industrial Relations Manager
<b>1.1.14 Position Number</b>	
<b>1.1.15 Cost Centre</b>	181139

**1.1.16 Section 1 – Role Details**

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *:</b>	Principal Employee and Industrial Relations Consultant	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 3	
<b>Job Category Coding (ROB)*</b>	Human Resources and Recruitment	
<b>Job Classification Coding (ROB)*</b>	Workplace Relations	
<b>Speciality Coding (ROB)</b>	Workplace Relations Management	
<b>Does this require Senior Executive Level Standards?</b>	NO	
<b>Does this role manage or supervise others?*</b>	NO	
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Principal Employee and Industrial Relations (ER/IR) Consultant manages a complex caseload of employee conduct, complaints, dispute resolution, and formal ER/IR matters.</p> <p>The work of the Principal ER/IR Consultant involves conducting and reviewing complex and sensitive internal investigations and providing expert ER/IR advice to deliver outcomes that support SESLHD to operate effectively, promote a positive workplace culture, enhance the health and well-being of employees and meet policy and statutory standards.</p> <p>The Principal ER Consultant works as a senior member of the ER/IR team providing ER/IR advice and support across SESLHD and manages the most sensitive and complex ER</p>

		matters, such as reportable conduct, matters requiring external notifications, and advocacy in Industrial tribunals.
--	--	--

### 1.1.17 Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<b>Standard Key Accountabilities*</b>	<i>(Free Text)</i>	<ul style="list-style-type: none"> <li>• Manage a highly complex and varied end-to-end ER/IR caseload in a high volume work setting across sensitive matters including employee misconduct, concerns about clinicians, bullying complaints and probation annulments.</li> <li>• Lead and manage investigations of complex and sensitive matters as well as prepare reports evaluating complaints, concerns about clinicians and alleged employee misconduct in a manner that meets timeframe objectives, procedural and policy requirements and provides for staff safety and well-being.</li> <li>• Manage the handling of reportable conduct, criminal charges, and Working with Children Check matters related to SESLHD employees to ensure compliance with reporting, policy and statutory requirements.</li> <li>• Critically examine reports, documents and material to formulate sound recommendations to enable decision-making on ER/IR matters that promotes and enhances operational effectiveness, the cultural values of SESLHD, the health and well-being of SESLHD staff and meets policy and statutory standards.</li> <li>• Build and maintain proactive and effective relationships with key stakeholders, including SESLHD’s Human Resources Business Partners, People Leaders, legal advisors and employees as well as Union delegates and officials, to ensure priorities are met.</li> <li>• Maintain a strong subject matter expertise in employment legislation and NSW health policies and standards to deliver sound and high quality ER/IR services and advice.</li> <li>• Provide coaching and advice to expand ER/IR case management expertise across the ER/IR team, Human Resources Business Partners and SESLHD’s People Leaders.</li> <li>• Identify areas for improvement in the delivery of ER/IR case management and lead the development and implementation of changes that support enhanced performance.</li> <li>• Lead the development and implementation of policies, procedures, standards and practices to ensure the delivery of effective and quality ER/IR case management.</li> <li>• Lead the development and implementation of training and development resources and programs to enhance</li> </ul>
---------------------------------------	--------------------	--

		<p>SESLHD’s People Leaders understanding, competence and confidence in managing ER/IR issues.</p> <ul style="list-style-type: none"> <li>• Manage, monitor and report on key performance indicators on ER/IR case management to provide management information and insights able to be translated into programmes of work to improve workplace culture and enable oversight of the service.</li> </ul>
--	--	--

### 1.1.18 Section 3 – Key Challenges

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>• Meeting recommended timeframes for cases in circumstances where there may be a demanding workload as well as frequent and unforeseen disruption to plans.</li> <li>• Dealing with issues where there may be strong conflicting views, and consistently working to in a way that acknowledges all view and redirects energy towards common goals.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>• Determining appropriate responses to scenarios, issues and challenges with limited precedent.</li> <li>• Reaching conclusions in regard to issues that require multi-faceted analysis and where there are competing risks.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Maintaining positive, authoritative and clear communication in circumstances where the subject matter is complex and where they may be resistance.</li> </ul>

### 1.1.19 Section 4 – Key Relationships

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Manager, Employee and Industrial Relations
	<b>Why?</b>	Collaboration regarding the operational direction of service delivery, escalate issues and provide regular updates.
	<b>Who?</b>	People and Culture team members
	<b>Why?</b>	Engagement, advice, collaboration and communication.
	<b>Who?</b>	SESLHD facility/Directorate executive and staff
	<b>Why?</b>	Provision of information and advice, and maintain regular communication and interaction.
<b>Does this role routinely interact with external stakeholders?</b>		YES
<b>Key External Relationships</b>	<b>Who?</b>	NSW Ministry of Health
	<b>Why?</b>	Exchange of information and resources.
	<b>Who?</b>	Outside agencies, such as Unions, Health Care Complaints Commission and Professional Registration bodies
	<b>Why?</b>	Exchange of information and ensure policy and SESLHD’s legislative obligations are fulfilled
<b>Is this a Public Senior Executive Role which</b>		NO

<b>manages relationship at the Ministerial level?</b>	
---	--

**1.1.20 Section 5 – Staffing/Responsible for**

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

**1.1.21 Section 6 – Financial Delegation**

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	
Other \$	

**1.1.22 Section 7 – Essential Requirements**

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Complete or provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li>You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</li> </ul>
	<i>(Free Text)</i>	

**1.1.23 Section 8 – Selection Criteria**

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary experience in Human Resources Management or Employee/Industrial Relations or relevant equivalent work experience or a combination of study and work experience.
2	Demonstrated experience conducting complex and sensitive workplace investigations, including well-developed interviewing, analysis and report writing skills.
3	Demonstrated high level ability to manage a large and varied caseload of highly complex and sensitive ER/IR matters within specific timeframes.
4	Demonstrated high level conceptual, analytical and problem-solving skills as well as subject matter expertise relating to the assessment, review and investigation of complex ER/IR concerns within the parameters of relevant legislation, policy and guidelines.
5	Demonstrated superior communication skills, including negotiation and influencing skills, coaching others and an ability to prepare detailed and accurate correspondence and briefing notes.

6	Demonstrated ability to work as a senior member of a team and contribute at a senior level to the success of the broad People and Culture team to share learnings and facilitate cross-learning to build expertise and best practice.
7	Demonstrated experience in developing and delivering effective training sessions to diverse groups to enhance management capability in relation to investigations and ER/IR issues.
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position).

### 1.1.24 Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> </ul>
	<i>(Free Text)</i>	

### 1.1.25 Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

### 1.1.26 Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

PHYSICAL DEMANDS - Description (Comment)	FREQUENCY
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent

Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Infrequent
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable

**Employee and Industrial Relations Consultant**

<b>Facility/Service</b>	People and Culture
<b>Department</b>	People and Culture Human Resources and Employee and Industrial Relations
<b>1.1.27 Manager</b>	Employee and Industrial Relations Manager
<b>1.1.28 Position Number</b>	
<b>1.1.29 Cost Centre</b>	181139

**1.1.30 Section 1 – Role Details**

Contains key information about the role. Fields marked with asterisk (\*) are mandatory

<b>Does this role require Job Demand Check List?</b>	YES	<i>All positions require a Job Demand Checklist to be completed</i>
<b>Position Description Title *:</b>	Employee and Industrial Relations Consultant	
<b>Does this role require Multiple Awards? Specific classifications (if applicable):</b>	NO	<i>If Yes, Please list each Classification and grade below</i>
<b>Award*</b>	Health Managers (State) Award	
<b>Position Classification*</b>	Health Manager Level 2	
<b>Job Category Coding (ROB)*</b>	Human Resources and Recruitment	
<b>Job Classification Coding (ROB)*</b>	Workplace Relations	
<b>Speciality Coding (ROB)</b>	Workplace Relations Management	
<b>Does this require Senior Executive Level Standards?</b>	NO	
<b>Does this role manage or supervise others?*</b>	NO	
<b>Primary Purpose of the role*</b> A concise summary of the primary purpose of the role, answering the question: "Why does this role exist?"	<i>(Mandatory)</i>	The vision for South Eastern Sydney Local Health District (SESLHD) is 'exceptional care, healthier lives'. SESLHD is committed to enabling our community to be healthy and well, and to providing the best possible compassionate care when people need it.
	<i>(Free Text)</i>	<p>The Employee and Industrial Relations (ER/IR) Consultant manages a complex caseload of employee conduct, complaints, dispute resolution and formal ER/IR matters.</p> <p>The work of the ER/IR Consultant involves conducting and reviewing complex and sensitive internal investigations and providing expert ER/IR advice to deliver outcomes that support SESLHD to operate effectively, promote a positive workplace culture, enhance the health and well-being of employees and meet policy and statutory standards.</p> <p>The ER/IR Consultant works as part of a specialist team providing ER/IR case management advice and support across SESLHD.</p>

### 1.1.31 Section 2 – Key Accountabilities

Describe what is expected of the position and express the end results required of the position. Each accountability statement should comprise a responsibility and an expected outcome. This part of the position description describes "what" is performed and "why" it is performed.

<p><b>Standard Key Accountabilities*</b></p>	<p><i>(Free Text)</i></p>	<ul style="list-style-type: none"> <li>• Manage a complex and varied ER/IR caseload in a high volume work setting across such areas as employee misconduct, concerns about clinicians, bullying complaints and probation annulments, Award interpretation, restructures, dispute resolution to ensure the delivery of quality and trusted ER/IR case management service.</li> <li>• Lead and manage investigations as well as prepare reports evaluating complaints, concerns about clinicians and alleged employee misconduct in a manner that meets timeframe objectives, procedural and policy requirements and provides for staff safety and well-being.</li> <li>• Critically examine reports, documents and material to formulate sound recommendations to enable decision-making on ER/IR matters that promote and enhance operational effectiveness, the cultural values of SESLHD, the health and well-being of SESLHD staff as well as meets policy and statutory standards.</li> <li>• Build and maintain effective relationships with key stakeholders, including SESLHD’s Human Resources Business Partners, People Leaders, legal advisors and employees as well as Union delegates and officials, to ensure priorities are met.</li> <li>• Maintain a strong subject matter expertise in legislation and NSW health policies and standards to deliver sound and high quality ER/IR services and advice.</li> <li>• Contribute to the development and implementation of policies, procedures, standards and practices to ensure the delivery of effective and quality ER/IR case management.</li> <li>• Assist in the development and implementation of training and development to enhance SESLHD’s People Leaders understanding, competence and confidence in managing ER/IR issues.</li> <li>• Manage, monitor and report on key performance indicators on ER/IR case management to provide management information and insights able to be translated into programmes of work to improve workplace conduct and improve workplace culture and oversight of the service.</li> </ul>
--	---------------------------	--

1.1.32

1.1.33 **Section 3 – Key Challenges**

This section describes the complexity of the job, the influences on it, and the influence that it has. The Key Challenges should not restate the Key Accountabilities. We recommend not to have more than 2-3 "Key Challenges" in total. Write two or three sentences concise statements

<b>Challenges</b>	<ul style="list-style-type: none"> <li>Meeting recommended timeframes for cases in circumstances where there may be a demanding workload as well as frequent and unforeseen disruption to plans.</li> <li>Dealing with issues where there may be strong conflicting views, and consistently working to in a way that acknowledges all view and redirects energy towards common goals.</li> </ul>
<b>Decision Making</b>	<ul style="list-style-type: none"> <li>Determining appropriate responses to scenarios, issues and challenges with limited precedent.</li> <li>Reaching conclusions in regard to issues that require multi-faceted analysis and where there are competing risks.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Maintaining positive, authoritative and clear communication in circumstances where the subject matter is complex and where they may be resistance.</li> </ul>

1.1.34 **Section 4 – Key Relationships**

The key Internal/External stakeholders and customers the role is expected to interact with routinely, rather than periodically. Concentrating on those communication requirements that are critical to the achievement of the role’s primary objective(s).

<b>Key Internal Relationships</b>	<b>Who?</b>	Manager Employee and Industrial Relations
	<b>Why?</b>	Collaboration regarding the operational direction of service delivery, escalate issues and provide regular updates.
	<b>Who?</b>	People and Culture team members
	<b>Why?</b>	Engagement, advice, collaboration and communication.
	<b>Who?</b>	SESLHD facility/Directorate executive and staff
	<b>Why?</b>	Provision of information and advice, and maintain regular communication and interaction.
<b>Does this role routinely interact with external stakeholders?</b>	YES	
<b>Key External Relationships</b>	<b>Who?</b>	NSW Ministry of Health
	<b>Why?</b>	Exchange of information and resources.
	<b>Who?</b>	Outside agencies, such as Unions, Health Care Complaints Commission and Professional Registration bodies
	<b>Why?</b>	Exchange of information and ensure policy and SESLHD’s legislative obligations are fulfilled
<b>Is this a Public Senior Executive Role which manages relationship at the Ministerial level?</b>	NO	

### 1.1.35 Section 5 – Staffing/Responsible for

Number of direct and indirect reports to position.

Direct Reports	Nil
Indirect Reports	Nil

### 1.1.36 Section 6 – Financial Delegation

Note either “as per delegation manual” or “other”, if selecting other specify the monetary value of the financial delegation (eg \$5,000.00).

As per delegation manual	
Other \$	

### 1.1.37

### 1.1.38 Section 7 – Essential Requirements

Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>All staff are required to complete and submit a Pre-employment Health Declaration Form</li> <li>Complete or provide a Working with Children Check (WWCC), National Police Check (NPC) and/or Aged Care Check</li> <li>You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing</li> </ul>
	<i>(Free Text)</i>	

### 1.1.39 Section 8 – Selection Criteria

The selection criteria should be based on the accountabilities that have been identified for the position and are used to make sound and fair selection decisions. Please add all standard selection criteria in to separate Selection Criteria boxes.

1	Relevant tertiary experience in Human Resources Management or Employee/Industrial Relations or relevant equivalent work experience or a combination of study and work experience.
2	Demonstrated experience conducting workplace investigations, including well-developed interviewing, analysis and report writing skills.
3	Demonstrated ability to manage a large and varied caseload of complex ER/IR matters, including effective time management.
4	Demonstrated sound conceptual, analytical and problem-solving skills as well as subject matter expertise relating to the assessment, review and investigation of complex ER/IR concerns.
5	Demonstrated superior communication skills, including negotiation and influencing skills, coaching others and an ability to prepare detailed and accurate correspondence and briefing notes.
6	Demonstrated ability to work as part of a team and contribute to the success of the broad People and Culture team to share learnings and facilitate cross-learning to build expertise and best practice.

7	Ability to develop and deliver training sessions to diverse groups to enhance management capability in relation to investigations and ER/IR issues.
8	Current drivers licence (with a willingness to travel in accordance with the demands of the position).

### 1.1.40 Section 9 – Other Requirements (Optional)

Other requirements are to be populated where audit essential requirements have been identified in the position.

<b>Other Requirements</b>	<i>(Mandatory)</i>	<ul style="list-style-type: none"> <li>Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees</li> </ul>
	<i>(Free Text)</i>	

### 1.1.41 Section 10 – Disqualification Questions

Disqualification questions are questions that relate to mandatory requirements for a position. These are requirements that should prevent a candidate from submitting an application. Desired requirements can be added as pre-screening questions.

<b>Disqualification Questions</b>	<i>Currently Unavailable</i>
-----------------------------------	------------------------------

### 1.1.42 Section 12 – Job Demands Checklist

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment.

<b>PHYSICAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Sitting – remaining in a seated position to perform tasks	Frequent
Standing – remaining standing without moving about to perform tasks	Infrequent
Walking – floor type: even/uneven/slippy, indoors/outdoors, slopes	Occasional
Running – floor type: even/uneven/slippy, indoors/outdoors, slopes	Not Applicable
Bend/Lean Forward from Waist – forward bending from the waist to perform tasks	Infrequent
Trunk Twisting – turning from the waist while sitting or standing to perform tasks	Infrequent
Kneeling – remaining in a kneeling posture to perform tasks	Infrequent
Squatting/Crouching – adopting a squatting or crouching posture to perform tasks	Infrequent
Leg/Foot Movement – use of leg and/or foot to operate machinery	Infrequent
Climbing (stairs/ladders) – ascend/descend stairs, ladders, steps	Occasional
Lifting/Carrying – light lifting and carrying (0 to 9 kg)	Occasional
Lifting/Carrying – moderate lifting and carrying (10 to 15 kg)	Infrequent
Lifting/Carrying – heavy lifting and carrying (16kg and above)	Not Applicable
Reaching – arms fully extended forward or raised above shoulder	Infrequent
Pushing/Pulling/Restraining – using force to hold/restrain or move objects toward or away from the body	Infrequent
Head/Neck Postures – holding head in a position other than neutral (facing forward)	Not Applicable
Hand and Arm Movements – repetitive movements of hands and arms	Infrequent
Grasping/Fine Manipulation – gripping, holding, clasping with fingers or hands	Infrequent
Work at Heights – using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
Driving/Riding – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle)	Occasional
<b>SENSORY DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>

Sight – use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)	Constant
Hearing – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
Smell – use of smell is an integral part of work performance (e.g. working with chemicals)	Not Applicable
Taste – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
Touch – use of touch is an integral part of work performance	Infrequent
<b>PSYCHOSOCIAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Distressed People – e.g. emergency or grief situations	Infrequent
Aggressive and Uncooperative People – e.g. drug/alcohol, dementia, mental illness	Infrequent
Unpredictable People – e.g. dementia, mental illness, head injuries	Infrequent
Restraining – involvement in physical containment of patients/clients	Not Applicable
Exposure to Distressing Situations – e.g. child abuse, viewing dead/mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS - Description (Comment)</b>	<b>FREQUENCY</b>
Dust – exposure to atmospheric dust	Infrequent
Gases – working with explosive or flammable gases requiring precautionary measures	Not Applicable
Fumes – exposure to noxious or toxic fumes	Not Applicable
Liquids – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Not Applicable
Hazardous Substances – e.g. dry chemicals, glues	Not Applicable
Noise – environmental/background noise necessitates people raise their voice to be heard	Infrequent
Inadequate Lighting – risk of trips, falls or eyestrain	Infrequent
Sunlight – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
Extreme Temperatures – environmental temperatures are less than 15°C or more than 35°C	Infrequent
Confined Spaces – areas where only one egress (escape route) exists	Not Applicable
Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls	Infrequent
Working At Heights – ladders/stepladders/scaffolding are required to perform tasks	Not Applicable
Biological Hazards – exposure to body fluids, bacteria, infectious diseases	Not Applicable