

Position Description

Senior Advisor, Industrial and Employee Relations

Strategy and Engagement



About Catholic Education Commission of Victoria (CECV)

CECV is the peak body for Catholic education in Victoria. Established in 1973 by the Archbishop of Melbourne and the Bishops of the Ballarat, Sale, and Sandhurst dioceses, it was incorporated in 2006 and acts as the voice of Catholic education in State and national matters.

CECV receives and distributes funding from state and federal governments for Catholic schools, provides strategic leadership and planning, and ensures proper governance in Catholic education statewide. It is responsible for sector leadership in education integrity and governance and has a Memorandum of Understanding to act as a Review Body for Catholic schools with the Victorian Registration and Qualifications Authority (VRQA). As a Review Body, CECV supports, reviews, and monitors the compliance of Catholic schools with all registration, reporting and other requirements under relevant laws.

CECV is currently engaged in a significant organisational redesign, the overriding objective of which is to establish a robust and sustainable CECV for the future.

Why work with us

As the peak body for Catholic education in Victoria, CECV provides employees an opportunity to help shape the future of Catholic education across the state. The renewed CECV will offer flexible working, a central city office location, competitive remuneration with generous benefits (including tax-advantageous salary sacrifice options), and opportunities for career development and progression. These benefits combine with our commitment to work life balance to make CECV an employer of choice.

About the role

The People and Employee Relations team is responsible for delivering employee and industrial relations advice, leadership and support to Catholic education companies and managing the provision of core people and culture (P&C) services within CECV.

The Senior Advisor, Industrial and Employee Relations will play a crucial role in providing expert advice and support to education companies, schools, external parties and CECV staff regarding employee relations matters within the Catholic education sector. As a key point of contact, they will serve as a trusted advisor, assisting in the resolution of complex employee relations issues and ensuring compliance with relevant industrial relations legislation and policies.

Position Title	Senior Advisor, Industrial and Employee Relations
Reports to	Manager, People and Employee Relations
Direct Reports	No

Key responsibilities of the role

- Support industrial relations activities for Catholic education in Victoria including the negotiation of enterprise bargaining agreements, and the maintenance of constructive relationships with education companies, unions, and other key stakeholders.
- Support Catholic education proprietors in managing escalated employee relations issues, including grievances, disciplinary actions, disputes, and workplace investigations, by providing guidance, developing action plans, and recommending appropriate resolutions.
- Conduct investigations into workplace issues and complaints, maintaining thorough documentation and ensuring adherence to procedural fairness.

- Build and maintain strong relationships with key stakeholders, including Catholic education proprietor leadership, staff representatives, external legal advisors, and government bodies, to foster effective communication and collaboration in employee relations matters.
- Contribute to the development and implementation of CECV policies and procedures related to employee relations, ensuring alignment with legal obligations and industry standards.
- Monitor changes in employment law and regulations, sharing insights where relevant, and providing recommendations for policy and practice change as necessary.

Key selection criteria

- Demonstrated experience in providing expert advice and support in the field of employee relations, preferably within the education sector or a similarly complex organisational structure.
- Comprehensive knowledge of relevant industrial relations legislation and employment agreements.
- Strong analytical and problem-solving skills, with the ability to analyse complex employee relations issues, identify underlying causes, and develop practical solutions.
- Excellent communication and interpersonal skills, with the ability to build effective relationships with diverse stakeholders, negotiate outcomes, and facilitate resolution of conflicts.
- High level of integrity, professionalism, and confidentiality in handling sensitive employee relations matters.
- Proactive approach to continuous learning and professional development, keeping up-to-date with changes in employment laws and industry trends.

Skills, qualifications, and pre-requisites

Qualifications	Bachelor's degree in Human Resources Management, Law or related field is desirable.
Previous Experience/s	Minimum of 3 years' experience within an employee relations or in a people and culture role.
Organisational values	A commitment to the ethos, values, and mission of Catholic education and to CECV values of fairness, transparency, integrity, and Christian concern for all.
Other requirements	<ol style="list-style-type: none"> 1. An understanding of and commitment to the safety, wellbeing, and protection of children, requiring that you: <ol style="list-style-type: none"> a. Must hold and maintain a current Victorian Working with Children Check or be eligible to receive same upon joining the organisation. b. Must also undergo and receive a clear National Criminal History Check (NCHC) upon employment and during your employment with CECV. All employees are required not to have been charged with, nor found guilty of any offence which would be incompatible with employment with CECV. 2. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.