

Executive Director, Industrial Relations and Employee Relations & Wellbeing and Safety

Classification: Senior Staff

Role purpose: **Shaping and executing the strategic direction of workplace wellbeing, safety, people advisory services, industrial relations and employee relations within the University, fostering a positive and high-performing culture.**

Role responsibilities

This role reporting line is to the Deputy Vice Chancellor - People and Culture and is responsible for:

Strategy

- Contributing to shaping the People Strategy by supporting stakeholder engagement, ensuring resources are aligned, strategic objectives are achievable, and the strategy is responsive to workforce needs.
- Driving the employee relations and industrial relations strategy, overseeing enterprise agreements and union negotiations, and ensuring alignment with the organisation's strategic goals.
- Advising the Deputy Vice Chancellor – People and Culture and the wider executive team on strategies to cultivate a safety-centric culture, ensuring safety is embedded in all business operations.

Leadership

- Leading the Industrial Relations and Employee Relations & Wellbeing and Safety sub-functions
- Collaborating with the Integrity Unit to foster a proactive and preventative approach to enable appropriate and timely resolution of matters.
- Proactively leading the establishment of a cohesive identity and culture for the function and its teams, leveraging the rich histories and strengths of the foundation universities during the implementation and transition phases.
- Actively implementing initiatives to develop the skills and experience of employees within the function, using training programs and on-the-job learning that incorporate industry best practices.
- Creating a safe and healthy workplace for employees; establishing and championing practices that will enhance employee wellbeing and increase employee engagement.

- Establishing clear performance standards and expectations, providing regular feedback to build employees skills and knowledge, and recognising their achievements and contributions.

Operations and Delivery

- Designing and implementing an integrated service model for the function, ensuring seamless advisory services, case management and project delivery with consistent, accurate, aligned advice and a high-quality service experience.
- Driving industrial relations strategies, overseeing enterprise agreement negotiations, conducive union relationships, and collective bargaining to ensure a compliant, productive and collaborative work environment.
- Leading the resolution of complex workplace issues and disputes, managing high-risk or sensitive cases with professionalism, discretion, and a focus on a fair, equitable and timely resolution.
- Leading the strategic oversight of safety systems, ensuring effective implementation, continuous updates, and integration into daily operations to support a safe and compliant work environment.
- Overseeing workplace health and safety (WHS) and wellbeing programs, ensuring compliance, driving a proactive safety culture, and advancing employee engagement through wellbeing initiatives and the Employee Assistance Program.
- Overseeing the management and utilisation of technology within the team, ensuring systems are effectively utilised, integrated and continuously improved to enhance service experience, compliance and efficiency.
- Proactively monitoring employee data and trends to generate actionable insights, informing the development of future strategies and ensuring the ongoing effectiveness of service delivery and strategic initiatives.

Stakeholder Engagement

- Supporting the Deputy Vice Chancellor - People and Culture and the executive team in establishing Adelaide University, including transition planning, service foundations, governance, and strategy.
- Building and nurturing strategic relationships across the University, industrial bodies, unions, and SafeWork SA, fostering collaboration to drive outcomes and advance key initiatives.
- Proactively building relationships with key service delivery partners, including but not limited to the People and Culture Workforce Planning and Partnering function and the Corporate Portfolio, to ensure consistent and compliant advisory services that deliver client outcomes.

Governance

- Keeping abreast of employment, safety and wellbeing compliance obligations, providing recommendations to the Deputy Vice Chancellor – People and Culture to enhance controls, improve accuracy, and mitigate compliance risks.

- Ensuring that all practices under the responsibility of the Executive Director reflect the University's commitment to equity, diversity, and inclusion and address the needs of underrepresented groups.

These responsibilities may evolve to support your development, along with the dynamic needs of the role and Adelaide University.

Key deliverables

- **People Leadership** - Foster a high-performance, collaborative culture aligned with Adelaide University's values, promoting continuous improvement, customer service, and professional development for employees.
- **Strategy and Design** - Lead the development, implementation, and ongoing monitoring of the organisation's overarching Workplace, Health and Safety and Workplace Relations and Industrial strategies.
- **Stakeholder Engagement** – Build strong relationships with internal and external stakeholders to ensure effective and compliant Industrial Relations, Employee Relations, Wellbeing and Safety advice.
- **Operational Delivery and Assurance** - Design and oversee an integrated service model that ensures seamless advisory services, case management, and project delivery.

Scope of decision making

This role is responsible for high-level strategy and operational oversight across broad institutional segments, making decisions that shape overall policies, drive cross-functional integration, and ensure that resource allocation and performance standards support the university's strategic vision.

Role context

This role forms part of Industrial Relations and Employee Relations & Wellbeing and Safety team of 55 to 65 within the Industrial Relations and Employee Relations & Wellbeing and Safety Function and is aligned to the People and Culture Portfolio within the University.

This role will lead up to 4 direct reports.





Key relationships

- Role guidance, professional development and coaching is provided by your people leader, Deputy Vice Chancellor - People and Culture.
- This role will work most closely with Deputy Vice Chancellor - People and Culture; the Enterprise Bargaining Team; People Advisory Team; Wellbeing and Safety Team; Workplace Relations and Case Management Team; College and Portfolio Senior Leaders; Industrial Bodies and Unions; and SafeWork SA.

Qualifications

At Adelaide University we enable and celebrate lifelong learning. This role requires postgraduate qualifications in a relevant discipline, or an equivalent combination of executive leadership experience, training, and development.

Special requirements

- N/A

Experience

- Demonstrated expertise in building and leading high-performing cross-functional teams to deliver exceptional outcomes in large and complex environments, supported by qualitative and quantitative data.
- Demonstrated experience in leading a similar function/s – inclusive of industrial relations, employee relations and workplace health and safety – with technical expertise to enable effective oversight and provision of guidance to team members.
- Proven ability to exercise sound judgement and discretion in managing complex issues, ensuring effective resolution within a challenging environment.
- Proven experience in managing compliance initiatives within large and complex organisations, demonstrated through the effective implementation of controls and proactive resolution of issues.

- Proven track record in building high-performing teams, driving strategic, cultural, and organisational change, and improving team performance and overall success.
- Skilled in building a safe and inclusive work environment, ensuring compliance with legislation and University policies and procedures.
- A commitment to live by and uphold Adelaide University's values.

Core Capabilities

Capability	Proficiency
Collaborative Impact	Expert
Digital and Data Fluency	Advanced
Experience Design	Expert
Future Focus	Expert
Stewardship	Expert

More information about the core capabilities can be found at the Adelaide University intranet.

Our core values

Our values create a shared purpose and understanding of who we are, what we stand for, and how we act. Our values guide us every day as we pursue our strategic ambition. Each value has been brought to life through a description that has been co-created with our people that will guide our behaviour and interactions with each other, our students, and our partners.



Trust

We are authentic in our interactions and act with integrity and reliability.



Inclusivity

We embrace the uniqueness of each member of our community.



Ambition

Together, we are bold and energetic in our pursuit of excellence



Respect

We listen and learn through respectful dialogue and debate



Discovery

We move beyond boundaries with curiosity and innovation.