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Employee Relations Specialist

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Company: Cerebral Palsy Alliance

Location: Sydney

Category: other-general

Location Allambie Heights, NSW, Australia At Cerebral Palsy Alliance, we value diversity, foster an inclusive culture and champion equitable opportunities. We strongly encourage applications from candidates with a diverse range of backgrounds and lived experiences including people with disability, Aboriginal & Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, and the LGBTQIA+ community.??? Join us and make a positive difference to the lives of people with disabilities, and to grow your career as part of our alliance of great minds. Our shared values are Passionate, Respectful, Ethical, Curious and Courageous.? About the role As the Employee Relations Specialist, you will provide specialist, compliant and trusted Employee Relations/Industrial Relations recommendations and advice to P&C, CPA leaders and their teams across Australia in line with industrial instruments, employment law and regulations. You will assist CPA Managers to conduct investigations into complex employee relations issues in areas such as performance management, conflict resolution, grievance handling and compliance matters e.g. probity. The role will take a lead in providing solution focused advice, guidance and coaching which enables the best available outcomes for CPA as an entity, our employees and our clients. Responsibilities of the role (not limited to): Working closely with the HR Managers and Advisors on escalated and complex case management matters, whilst also partnering with our legal advisory team as needed Providing guidance to internal stakeholders to ensure the effective and efficient implementation of, and compliance with policy, legislation and aligned with HR best practice Monitor and assess CPA policies and procedures to identify risks, gaps and opportunities for continuous improvement Providing guidance and

support to managers and employees on Enterprise Agreements, Awards and NES pertaining to industrial relations compliance Advising on changes to workplace legislation and laws that impact the current business practices About you: 5+ years' experience in a role dedicated to providing subject matter expertise in employee and industrial relations Experience with complex case management across a wide range of workplace relations matters A passion for providing an expert and professional Employee Relations service Comfortable working at pace, handling multiple cases at a time Tertiary qualifications in Human Resources/Employee Relations/Industrial Relations or employment law Demonstrated ability to build rapport and partner with key internal stakeholders Understanding of best practice processes and current relevant legislation Solutions focused with a strong customer orientation Workday experience desirable, or experience utilising similar HRIS Working for CPA offers you exceptional remuneration & benefits: Access to a tax-free meal, entertainment & venue benefit card valued at \$2,650 per year Flexible ways of working - compressed hours, working from home options, flexibility surrounding hours 12 weeks paid parental leave and 2 weeks paid partner leave 3 additional leave days each year (conditions may apply) \$100 per year well-being allowance that you can use to enhance your wellbeing (eg: purchase sports equipment, have a massage, take a meditation class, the choice is yours) Discounted gym membership for you and your family, using Fitness Passport Employee Assistance Program Paid Employee Referral Bonus Program, where you can be generously rewarded for referring a friend that joins CPA. Important information: At CPA the safety of our staff and clients is of paramount importance. We have assessed this role type as requiring a low level of physical functionality with some inherent requirements. For more information on what that may mean for this role please [click here](#). Please let us know if you have any pre-existing injuries or illnesses which you are currently seeking, or have sought, medical treatment for which you think may impact your ability to fulfil the inherent requirements of this role. CPA is committed to supporting an inclusive work environment and engaging workers with diverse lived experience. We will happily consider and accommodate reasonable adjustments that may be required to support candidates throughout the recruitment process, and to be successful and safe employees of CPA. Cerebral Palsy Alliance is committed to the safety and wellbeing of our clients and staff. As such all employees at CPA are recommended to be vaccinated against COVID-19. Cerebral Palsy Alliance is an Equal Opportunity Employer. Cerebral Palsy Alliance upholds, advocates for, and protects the rights, wellbeing and safety of people with a disability. We are a child safe organisation

and all workers are responsible to adhere to the NDIS Worker Code of Conduct. CPA is a smoke free workplace including in, on and around CPA sites and vehicles. How to Apply? Please click 'Apply' to complete your application.

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