

## Senior Specialist Employee Relations

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Company: Bupa

Location: Melbourne

Category: other-general

The opportunity: We're on the lookout for a Senior Specialist Employee Relations to join our Employee Governance team on a permanent full-time basis. This role provides expert subject matter advice and support for escalated complex employee relations activity across the business. In addition to complex case advisory and conducting workplace investigations, a key aspect of the role is delivering education, mentoring and continuous improvement in support of the employee relations function, together with operationalising continuous improvement initiatives and projects to ensure best practice employee relations management across the entire business. Bringing your extensive experience within Employee Relations, you will be a subject matter expert within the business and a critical and analytical thinker that is able to operationalise ER strategy, policy and governance frameworks. This role can be based in Melbourne, Sydney or Brisbane with hybrid working arrangements available. How will I help? Key accountabilities include: Lead and advise on complex ER matters Assist relevant stakeholders in implementing and operationalising best practice employee relations and people strategies across the business. Provide expert guidance and advice regarding Bupa's internal ER landscape and relationships along with legislative and industrial instruments relating to employment law and/or the employment relationship Actively monitor the external environment and provide timely, contemporary, and relevant advice regarding employment relations proceedings, decisions, and legislative changes, linking in with the Head of Workplace Relations as needed for business approaches. Contribute to developing positive stakeholder relationships and growing business capability in ER and across people team and leaders via delivery of

structured learning and development activities. Identify areas of opportunity and risk to ensure appropriate controls are developed i.e., policy, process, education, and awareness initiatives. Support the implementation of continuous improvements to enhance the service offering, quality, and service delivery of the Employee Relations function. Assist in the development and implementation of frameworks, governance, policies, systems, processes, and practices in relation to ER service delivery. Utilise data to inform risk assessments and analysis and contribute to continuous improvement initiatives.

**Why work at Bupa? We keep our people smiling by helping them improve their lives in and outside of the office. We're a welcoming lot, no matter who you are or where you've come from. We welcome all talents and backgrounds and embrace our differences, so you can bring your true self to work. We support our people to be the best version of themselves, physically and mentally. With a healthy work/life balance, leadership support, study leave, volunteering options and a commitment to promoting from within. Our employees can access wide range of benefits: from our own products (incl. health insurance subsidies) to many other products and services via our partnerships program (like Apple, Samsung, JB Hi-Fi, plus gym and spa discounts to name a few). We reward our people and celebrate their success, provide initiatives that develop careers and look after our people's health, wellbeing, and futures.**

**What do I need? Experience in conducting and advising on complex ER case management Previous experience with a demonstrable set of achievements in Law, Human Resources, Workplace Relations, or Employee Relations (broadly defined) in a large and complex organization. Knowledge and understanding of management policies and procedures and experience in delivering practical commercial HR /ER solutions. Demonstrable experience in the successful operationalising and implementation of ER strategies, frameworks, systems, processes, and policies. Excellent stakeholder management with the ability to influence key internal and external stakeholders. Excellent communications skills with the ability to convey complex concepts in a manner suited to the audience. A drive for continuous improvement and a demonstrated ability to identify innovative solutions**

**About Bupa Asia Pacific: Bupa is an international healthcare group which has been committed to a purpose of helping people live longer, healthier, happier lives and making a better world for more than 70 years. Bupa Asia Pacific operates in Australia, New Zealand and Hong Kong, supporting about 6.5 million customers through a broad range of health and care services including health insurance, aged care, dental, medical, optical and hearing services. Employing more than 20,000 people in the region, we believe that we can make a real**

difference to the lives of customers through our values, purpose and the way that we deliver personalised care. Our people reflect the diversity of our community. At Bupa, your wellbeing, identity and own story is respected and valued.

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