

## PRIVATE & CONFIDENTIAL

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## AUSTRALIAN CHAMBER OF COMMERCE

## DIRECTOR – WORKPLACE RELATIONS

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## ROLE SPECIFICATION

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## 1. Background

The Australian Chamber is the largest and most representative member-based business advocacy network in Australia. The Chamber's broad and rapidly expanding membership is central to its role as the leading voice of Australian business, at home and overseas, and its financial strength.

Our client is currently undergoing a phase of strategic growth and now has an opportunity for a **Director – Workplace Relations** to join its senior leadership team. This role requires a senior candidate who is comfortable collaborating and directing a broad range of stakeholders. This role requires high touch and will help to build a positive profile for the contribution of employers to workplace relations.

## 2. Role Purpose

The Australian Chamber is a leading workplace relations policy advocate for employers. The **Director – Workplace Relations** role provides a unique opportunity to influence the direction, content and impact of the workplace relations debate. It will make a pivotal contribution to the leadership and influence of the Australian Chamber in helping to determine the future of workplace relations in Australia.

The role will deliver practical workplace solutions for employers.

The **Director - Workplace Relations** will be a leading advocate for Australian employers in the design, implementation and operation of Australia's national framework of laws, regulations and standards governing workplace relations.

## 3. Key Accountabilities

- Lead the development and advocacy of workplace relations policy through close collaboration with the Chair and members of the Workplace Relations Policy Committee and other key internal stakeholders.
- Advise on WR aspects of other areas of policy development and advocacy by the Australian Chamber secretariat and members particularly Education, Employment & Training, Workplace Health & Safety and Workers Compensation, Economics & Industry.
- Build effective relationships with members, industry and other stakeholders, including senior government and union representatives.
- Co-ordinate, prepare briefings for, and deliver representations on behalf of employers in national Workplace Relations forums including in the Fair Work Commission with support of relevant member Chambers and Industry Associations.
- Build a positive profile for the contribution of employers to workplace relations.
- Prepare, deliver and engage with external stakeholders including media where necessary. This includes external presentations, media releases, and member communications in relation to domestic and international WR matters.
- Regular direct engagement with media.

## 4. Direct Reports

The role reports to the Chief Executive Officer and forms part of the senior leadership team.

Direct reports of the **Director – Workplace Relations** include:

- Associate Director, Workplace Relations
- Deputy Director, Workplace Relations

## 5. Key Working Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Workplace Relations Policy Committee Chair and members</li> <li>• Other members with workplace relations interests, and</li> <li>• Policy and functional directors and team leads in the Australian Chamber Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>• Fair Work Commission &amp; Ombudsman, Human Rights Commission and other relevant statutory bodies</li> <li>• Commonwealth Minister for Employment &amp; portfolio ministers with workplace relations responsibilities</li> <li>• Commonwealth Department of Employment, Opposition shadows, and other MPs with workplace relations policy responsibilities &amp; influence</li> <li>• Industry and employer association representatives, ACTU and representatives of relevant unions</li> <li>• Members of workplace relations consultative and decision making forums, and</li> <li>• International Labour Organisation &amp; International Organisation of Employers.</li> </ul>

## 6. The Ideal Candidate

A demonstrable and consistent alignment with the values of the Australian Chamber is essential to the role. The ideal candidate will balance a demonstrated ability to succeed in the adversarial culture of the current workplace relations environment, with a readiness and ability to find creative and constructive solutions to policy and advocacy challenges in the workplace relations field. This role requires a balance of policy, technical and communication skills:

	Essential
Education	<ul style="list-style-type: none"> <li>• Legally qualified in the workplace relations field and experienced in making or supporting representations on behalf of employers on workplace relations matters</li> </ul>

	Essential
Experience	<ul style="list-style-type: none"> <li>• Highest level of policy knowledge and development; and advocacy experience in workplace relations</li> <li>• High touch engagement with the media</li> <li>• Significant operational experience in workplace relations</li> <li>• Excellent skills and substantial experience in negotiation and stakeholder management</li> <li>• Demonstrable success in influencing, collaboration</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Superior leadership skills as demonstrated in leading a team of professionals</li> <li>• Superior ability to manage competing priorities</li> <li>• Excellent oral and written communication</li> </ul>
Attributes	<ul style="list-style-type: none"> <li>• Ability to demonstrate consistent alignment with the values of the Australian Chamber</li> <li>• The highest standards of personal integrity</li> <li>• A team player of the highest order</li> </ul>

## 7. Remuneration

The remuneration package will be sufficient to attract, retain and motivate an outstanding candidate.

## 8. Location

The role of **Director – Workplace Relations** will ideally be based in Canberra, however could also be located in Melbourne or Sydney.