

Position Description



Senior Workplace Relations Advisor

Portfolio/Faculty	People, Global Relations & Industry Engagement
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Department/Workgroup	People Experience
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Position No.	
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Reports to:	Manager Workplace Relations & Data
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Classification	PACCT 8
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Direct reports:	N/A
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Date:	June 2026
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Portfolio/Faculty Overview

The **People, Global Relations and Industry Engagement** portfolio is where Holmesglen's people, purpose, and partnerships converge to shape a bold and future-ready Institute. This powerhouse portfolio includes the Centre for Energy and Infrastructure, Global Relations and Commercial Partnerships, International Student Programs, Industry Engagement, and Human Resources and Employee Experience and Development. Together, they ignite innovation, drive global reach, and strengthen the Institute's connection to industry.

With its finger on the pulse of both local and international education trends, the portfolio fuels Holmesglen's ambition to lead in vocational and higher education. It champions our people, cultivates transformative partnerships, and opens doors to global pathways—empowering staff, students, and industry alike. Energised by opportunity and united by purpose, this portfolio is key to unlocking Holmesglen's potential on the world stage

Department/Workgroup

The People Experience (PEX) department supports the Institute to achieve its strategic objectives by maximising the capacity and capability of our people. The department plays a vital role in identifying and overcoming relevant internal and external challenges to help build and maintain a sustainable, resilient and capable workforce. The team facilitates and supports all core areas of HR, including strategic planning, diversity, equity and inclusion initiatives, cultural advice, capability enhancement, occupational health and safety, workforce planning, talent acquisition, recognition and engagement, performance management, and workforce relations.

We strive for professional excellence and integrity in the provision of contemporary human resource services to staff, the Institute in its entirety and the community we serve. Our team includes specialist practitioners in talent acquisition, Human Resource Management, capability enhancement, organizational development, diversity & equity, workplace relations, Health, Safety & Wellbeing, and employee entitlements and advice.

About the Role

The Senior Workplace Relations Advisor plays a critical role in supporting Holmesglen's strategic people objectives by delivering expert advice, guidance, and case management across workplace relations, employee conduct, performance, industrial matters, and organisational change.

This role strengthens leader capability, ensures compliance with legislative and industrial frameworks, and contributes to a positive, safe, and respectful workplace culture aligned with the Holmesglen ASPIRE values.

The incumbent acts as a trusted specialist within the People Experience (PEX) department, partnering closely with leaders across the organisation, HR Business Partners, and Centres of Excellence to resolve complex matters and embed contemporary workplace relations practice across the Institute.

Key Accountabilities

- 1 Provide timely, expert advice on workplace relations matters including performance management, conduct, grievances, conflict resolution, disciplinary processes, and organisational change, ensuring adherence to legislative obligations and Holmesglen policy & practice.
- 2 Lead and manage complex workplace relations cases end-to-end, ensuring procedural fairness, risk mitigation, and compliance with legislation, industrial instruments, and Holmesglen policies. Conduct workplace investigations (or support external investigators) where required, including planning, interviewing, evidence analysis, reporting, and recommendations.
- 3 Support leaders and PEX colleagues to build capability in managing people issues, including coaching, training, and developing practical tools and resources to ensure consistent, contemporary workplace relations practice and alignment with strategic workforce priorities.
- 4 Provide advice on interpretation and application of the Victorian TAFE Teaching Staff Agreement, Victorian TAFE Multi-Employer PACCT Agreement, and other relevant industrial instruments.
- 5 Support organisational change processes, including consultation, communication, impact assessment, and documentation.
- 6 Contribute to the development, review, and implementation of workplace relations policies, procedures, frameworks, and training programs.
- 7 Prepare high-quality written documentation including briefing notes, investigation reports, correspondence, and case summaries. Maintain accurate records, case files, and documentation in line with privacy, confidentiality, and audit requirements.
- 8 Build strong relationships with internal stakeholders, fostering trust, collaboration, and a culture of respectful communication.
- 9 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 10 Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety legislation.
- 11 Comply with Holmesglen policies, procedures, processes, and applicable legislative and regulatory requirements, and align to our Standards of Excellence to ensure we deliver exceptional experiences for our stakeholders. Actively contribute to the ongoing measurement, improvement and refinement of our Standards over time.

Key Selection Criteria

Experience / Skills

- Extensive experience in workplace relations, employee relations, or industrial relations within a complex organisation, including demonstrated experience managing complex performance, conduct, grievance, and disciplinary matters.
- Strong knowledge of employment legislation, industrial instruments, and contemporary WR practice.
- Experience in advising leaders and building capability through coaching and training.

- **Business Awareness:** Develop and show an awareness of how Holmesglen operates as a business and use this knowledge effectively when making decisions.
- **Communicate with Impact:** Adapt the content, style and message or tone of communication to suit the audience. Use good written and verbal communication skills.
- **Critical Thinking and Problem Solving:** Objectively analyse and evaluate available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.
- **Engage Stakeholders:** Identify stakeholders impacted by decisions and take steps to keep interested parties engaged while managing expectations on outcomes. Enhance connections with our alumni, industry, and individual employees, community and government to understand perspectives and harness their insights.
- **Outcome and Delivery Focused:** Approach work and activities required in a service-oriented way that delivers against Holmesglen's strategic plan. Honour agreed timeframes, resources and ways of working as per our Service Excellence Framework.
- **Purposeful & Respectful Conversations:** Build trust and rapport with others. Set common goals and engage with co-workers and students in a purposeful and respectful way to achieve outcomes. Seek and respond to feedback.

Personal Attributes

- **Accountable:** Take responsibility for your actions, decisions, behaviours and outcomes. Be proactive with tasks and set clear expectations.
- **Flexible & Adaptable:** Adjust your approach in line with changing priorities, maintain a positive attitude and be open to acquiring and developing new skills and knowledge. Adapt to new ways of working by being agile and responsive.
- **Inclusive:** Embrace diversity in all forms and draw on diverse insights, beliefs, needs and values to inform required actions. Value differences, promote diversity and foster belonging.
- **Operate Ethically:** Consider that we are part of the broader Public Service and as such uphold the principles of honesty, fairness and good public administration. Actively display the behaviours of our ASPIRE values.

Qualifications

- Tertiary qualifications in Human Resources, Law, Industrial Relations, Business, or related field.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Wherever possible Holmesglen supports flexible working requests. Due to the nature of the position and work environment there may be a requirement to meet certain workplace attendance expectations.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.
- This role contributes to Holmesglen's strategic goal of environmental sustainability by supporting initiatives that reduce ecological impact, promote sustainable practices, and foster awareness across the Institute's operations and learning environments.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability, and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses. Holmesglen is committed to environmental sustainability as a core pillar of its strategic plan. We aim to be an environmentally responsible institution supporting learners and industry through innovation and environmentally sustainable education and training.

Locations include Chadstone, Drummond Street, Melbourne CBD, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE