

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Industrial Relations & Employee Relations

#### EXAMPLE 1

##### PROFILE

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**Industrial Relations/ Human Resources Specialist** with over 20 years' experience across disability support services, health, hospitals, human services, and public sector agencies. Proven expertise in all forms of change management initiatives, industrial/employee relations, and human resources activities, including building effective relationships with internal stakeholders, outsourced providers, union representatives, government agencies including RTO's.

My values centre on the importance of commitment, integrity and open communication as well as the personal need to respond to, and meet, workplace challenges.

##### CAREER OBJECTIVE

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Currently seeking a People & Culture/ER role in the Health and Not-for-Profit space where my contribution to the achievement of HR management objectives, in a people-related environment is paramount.

##### SKILLS & ATTRIBUTES

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###### Management & Leadership

- Strategically intuitive, aligning strategy to business needs for optimal outcomes
- Manage, motivate and lead a small HR team, identifying and addressing development needs through coaching, training and KPI's
- Proven team leadership focused on accountability, management, development and motivation of people
- Leadership and management of change initiatives/restructuring and optimisation programs - business reorganisations and mergers in varying industrial contexts

###### Human Resources / Industrial Relations

- Dealing with mediation and complex people management issues
- Coaching and advising both senior and middle management in HR and employee relations
- Implement and manage recruitment and selection procedures to ensure organisational effectiveness, compliance, equity and retention
- Contributing to IR and EBA negotiations in line with business strategies to foster employee relations
- A capable and pragmatic advisor on Industrial Relations and disputed matters
- Collaboration with staff at all levels and across all functions, in relation to implementation of organisational change and renewal strategies

###### Communications & Interpersonal

- Resilient, persevering and patient, able adapt to changing demands, prioritise and deliver on time
- Professional with the ability to inject fun into appropriate situations
- Pro-active, energetic 'can do' attitude, honest, loyal, hardworking with a strong moral compass

# Industrial Relations & Employee Relations

## EXAMPLE 2

### PROFILE

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Employee Relations/Human Resources leader with over 20 years' experience, predominantly partnering with CEOs and Boards to deliver best-practice oriented HR and IR services across a variety of sectors and industries including NFP, Statutory Authorities, the Arts, Sciences, Events and Finance.

Having originally trained as an Organisational Psychologist, I worked in organisational health and performance consulting. This provided a foundation for coaching, stakeholder management, building organisational culture and capability, especially during times of change and transformation. Additionally, I'm a trained and experienced mediator, workplace investigator and trauma/critical incident counsellor.

I am commercially savvy, values driven and passionate about delivering HR/IR services and building high performing and engaged workforces to support long term business growth and success.

### CAREER OBJECTIVE

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Human Resources / People & Culture leadership role that will utilise my broad suite of skills and experience, as demonstrated by my track record of success in developing innovative strategies and pragmatic, fiscally prudent solutions that help organisations, their leaders and employees to thrive and grow.

### SKILLS & ATTRIBUTES

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- Lead, coach and develop an HR team that delivers outstanding HR business partnership services, identifying and addressing development needs through coaching, training and KPI's
- Workforce planning/OD, talent management, culture, and engagement strategy
- Driving sustainable change and engagement
- Strong understanding of OHS and risk management and mitigation
- Implementing contemporary HRM systems, including payroll, OH&S and LMS
- Preparing remuneration and operational budgets, analysis, and reviews
- Building executive and management HR capabilities through outcome focused coaching and mentoring
- Resolution and management of complex IR issues, EBA negotiations and Fair Work disputes and/or risk and compliance matters
- Implementation and management of recruitment and selection procedures to ensure organisation effectiveness, compliance, equity and retention
- Demonstrated capability to relate well with people of all levels and across a range of cultural backgrounds
- Strong verbal and written communication, including preparation of policies, procedures and Board Papers
- Design, delivery and/or facilitation of polished stakeholder presentations, workshops and working groups across all organisational levels