

EXTERNAL ADVERT

Location:	Centurion
Division:	HR & OD
Date last modified:	July 2019
Reports to:	Senior Manager: HR & OD
Nature of employment:	3 Year Fixed-Term Contract
Total Cost to Company	Market related

EMPLOYEE RELATIONS (ER) SPECIALIST

PURPOSE OF THE JOB, NOT LIMITED TO:

- Strengthen the employer-employee relationship through designing a framework with supporting policies, processes and practices to enable professional work relationships
- Drive employee relations programs aimed at promoting healthy employee relations
- Render sound expert advice with regards to Employee Relations / Labour Relations to management, supervisors and employees.
- Identifying, minimizing and resolving workplace conflict, increase productivity and efficiency through good and fair labour relations practices.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1. Provide expert advice to the business

- Develop and present information briefings for management to improve understanding of employment relations and promote improved employee relations solutions.
- Train employees on employee relations matters
- Provide advice and support on ER matters (e.g. disciplinary, grievances, performance issues, contracts of employment, restructuring, workforce planning, etc.).

2. Management of employee relations

- Ensure board-based consultation is embedded within the business, with regards to matters of mutual interests.
- Key role player in collective bargaining procedures.
- Drafting, reviewing and modifying proposals, negotiating collective bargaining agreements, verifying legal contract terminology and suggesting additional rules and regulations as necessary.

3. Employment relations programs to mitigate strikes and litigation cases

- Drive and oversee ER initiatives
- Oversee compliance with the union's negotiated collective agreements.
- Serve as a liaison to resolve disputes between employees and management.
- Ensure employer practices remain in compliance with legislation: (LRA; BCEA; EE; etc.).

MINIMUM REQUIREMENTS

- Compulsory: Bachelor's degree in employment relations or a related field.
- Advantageous: Master's degree in related field.
- Advantageous: Professional qualifications or credible training in labour law or collective bargaining.
- Compulsory: Minimum 7 years' experience in employee relations
- Compulsory: Demonstrated experience in conflict resolution mechanisms and collective bargaining.

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on 012 683 1265

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

All appointments shall be subject to Competency Assessments.

A detailed job profile is available on request

Closing date: 10 September 2019

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