



DIVISION: Office of the Vice Chancellor and Principal

DEPARTMENT: Human Resources

POST: Employee Relations Specialist

POST N°:3206

PEROMNES GRADE: 6

**JOB DESCRIPTION:** To provide expert labour law, employee relations advice, support, and guidance to VUT management, employees, and HR staff. To ensure compliance with labour legislation and HR policies and practices to mitigate the risk to the institution. To promote a healthy employer-employee relationship and productive workplace and workforce.

**Key performance areas include but are not limited to:**

- Educate management and employees on consistent application of University and employee relations policies, procedures, and legislations.
- Assist line managers to pro-actively create a positive work climate in their departments to minimize risk.
- Identify capacity development needs of line managers and HR Business Partners, and train them on the principles, policies and guidelines that govern Employee Relations Management.
- Initiate and provide input into the development, formulation and implementation of policies, procedures, and agreements.
- Assist in drafting/reviewing of disciplinary procedures and guidelines for managers.
- Advise management during all collective bargaining processes.
- Design effective negotiations/consultation strategies.
- Interpret and explain legislation, case law and labour law practices.
- Negotiate, draft or review and advise on or facilitate the conclusion of labour related agreements and settlements agreement of VUT.
- Ensure that monthly and quarterly ER reports are prepared and submitted to management and other governance structures.
- Develop and maintain an effective case management system.
- Develop an effective filing system for all ER matters.
- Liaise with legal services where applicable for all ER litigation matters.
- Implement ERM intervention processes in order to resolve possible disputes and grievances.
- Proactively develop and manage relationships with all key stakeholders.
- Contribute to the development and implementation of negotiating mechanisms with unions which support the annual salary increase negotiations and review of salary scales and benefits as well as any structural changes.
- Plan and Manage the HRM budget pertaining to the Employee Relations function

**APPLICATION CRITERIA:**

**Qualifications**

- Honours Degree in Human Resources with specialisation in Labour Law/Relations or Honours Degree in Labour Law/Relations

**Desired Experience:**

- Minimum of 6 years of experience as an ER specialist working with senior leadership teams and with in-depth exposure to one or two HR specialist areas

- Minimum of 3 years' experience working in a highly unionised environment
- A minimum of 3 years managerial experience within an HRM environment
- Proven track record in CCMA matters and successfully representing the employer at CCMA

#### **Added Advantage**

- Admitted Attorney or Advocate with Labour Law Specialisation
- Registration with a professional body

#### **Skills and Competencies:**

- An ability to negotiate and work with people across all levels.
- Able to deliver results and meet customer expectations.
- Writing and Reporting
- Ability to Learn, Research, Present and Communicate Information

<b>CLOSING DATE FOR APPLICATIONS: 22 November 2023</b>
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Applications should include:

1. A fully completed prescribed application form which can be obtained from [www.vut.ac.za](http://www.vut.ac.za)
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment3@vut.ac.za](mailto:recruitment3@vut.ac.za) and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Angie Moeti, Tel 016 950 9452 / email address: [angie@vut.ac.za](mailto:angie@vut.ac.za)

HR Practitioner: Ms Glenda Dibakwana, Tel 016 950 6767 / email address: [glendad@vut.ac.za](mailto:glendad@vut.ac.za)

**Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

**VUT reserves the right not to make an appointment**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

