

Advertisement

Employee Relations Manager - Ref : 004 / 07 / 2021

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Employee Relations Manager** who will report directly to the **Senior Manager: Human Resources** and be based at the Head Office, Centurion.

Grading : (Role Band) : D2

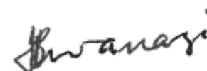
Key scale: R 784 782

The role of this position is to:

Manage labour relations on behalf of the W&RSETA ensuring compliance to the labour laws and continuous harmonious employee and employer relations to the benefit of the SETA.

Key Performance Areas will include but not limited to the following:

- Develop and implement a W&RSETA employee relations strategy to establish and maintain good relations between the employer and employees
- Advise management on the development, application and interpretation of labour relations laws, policies and practices
- Review and offer legal opinion on variation and amendments to contracts of employment and / or terms and conditions of employment with regard to contemporary legislation and case law
- Contractual amendments formulated where and if applicable.
- Review and advise in respect of potential employment law risks associated with change initiatives
- Risk assessment of current employment/service provider practices (Independent Contractor Agreements) and procedures with amendments made / implemented where necessary
- Advice and assist in instances of existing and continuous material employee skill gaps. Provide legally defensible remedy in such instances
- Advisory assistance and guidance on chairing misconduct/incapacity hearings and/or same provision on prosecution on behalf of the organisation in matters of serious misconduct
- Advise management on matters related to the administration of employment contracts or employee discipline or grievance procedures
- Interpret contractual agreements for the employer and employees on collective bargaining or labour relations processes and advise management accordingly
- Ensure that grievance handling and disciplinary proceedings are carried out in line with SETA's policy and procedure
- Draft communication to employees and the union
- Development of a continuously strategy and plan that will ensure minimum disruption to operations in case of labour actions
- Develop and facilitate labour law training sessions for managers to capacitate them on labour matters
- Ensure all changes in labour law are efficiently implemented and all managers are informed
- Arranging and scheduling meetings between employees and management, to investigate and resolve grievance and disciplinary proceedings
- Mediate discussions between employer and employee representatives to reconcile differences



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- Support managers at disciplinary or grievance hearings in the event of collective disputes or individual action and ensure that any required follow-up action is taken
- Effective and efficient preparations for CCMA and/or Labour Court cases and its presentation at the CCMA and/or Labour Court in consultation with the relevant line managers
- Facilitate induction of employees on new policies and procedures
- Monitor the status and regular reporting of all IR related matters
- Provide accurate monthly report on all labour relations matters
- Close working relationship with the Human Resource Business Partners to ensure optimal client support and satisfaction
- Effectively plan, coordinate, manage and execute ad hoc projects

Minimum Qualifications and Experience

- Bachelors Degree in Labour Law.
- Post graduate qualification will be advantageous
- Minimum of 5 years' experience in the efficient and effective management of industrial relations in a highly unionized environment.
- Excellent and up-to-date knowledge and understanding of labour legislation and its application
- Proven track record in successful negotiations
- Proven track record in successful mitigation
- **All applications must be accompanied by certified copies of all educational qualifications and they should not be older than 3 months.**
- **The company will give preference to candidates in line with the Employment Equity Plan**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at lkhumalo@wrseta.org.za. The closing date for applications is: **17 July 2021**

Libokanyo Khumalo

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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA