

## Advertisement

### **Employee Relations Manager: Head Office**

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: HR** and be based at the Head Office.

**Grading: (Role Band: D2)**

**Salary: R941 746** (Total Cost to Company per annum)

#### **The role of this position is to:**

To manage labour relations on behalf of the SETA ensuring compliance to the labour laws and to ensure continuous harmonious employee & Employer relations to the benefit and best interest of the SETA.

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

- Develop and implement a W&RSETA employee relations strategy towards establishing and maintaining good relationships between employer and employees
- Advise management in development, application and interpretation of labour relations law, 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 advice 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 assistance in instances, where large employee skill gaps exist and continue to remain. Provision of legally defensible remedy in such instances
- Advisory assistance and guidance in proceedings pertinent to charring of misconduct / incapacity hearings and / or same provision of assistance in the 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 employers and employees engaged in collective bargaining or labour relations processes and advise management accordingly
- Ensure that grievance handling and disciplinary proceedings are carried out in line with company policy and procedure
- Drafting of employee and union communications for final review and utilization by the Senior Human Resource Manager
- 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 ensure all managers are appraised and confident in 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 in attempt to reconcile differences
- Supporting managers at disciplinary or grievance hearing 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
- Facilitates induction of employees on new policies and procedures
- Monitor the status of all IR related matters and ensure management is continuously informed
- Accurately report on a monthly basis on all labour relations matters ensuring clear representation of the current status
- 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**

- 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 unionised 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

### **Instructions to applicants**

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position & Province on the subject line on the application.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR ) at [careers@wrseta.org.za](mailto:careers@wrseta.org.za). The closing date for applications is: **16 November 2024**

