

## Specialist: Employee Relations and Compliance

A vacancy exists for a Specialist: Employee Relations and Compliance in the Employee Relations department, reporting to the Manager: Employee Relations. You will be supporting the Manager: Employee Relations in operational strategy execution and is instrumental in creating and maintaining an environment conducive to productive and non-adversarial employee relations within the Company. You will provide guidance and support to employees, first line management and senior management with regards to employee and labour relations matters and ensure effective communication through established communication structures.

### Key performance areas

- Maintaining HSE standards;
- Advising, guiding and supporting managers and employees on all matters relating to individual and collective employee relations;
- Providing expert and specialised advice to management on Employee Relations legal and regulatory compliance;
- Ensuring effective case management in disciplinary and grievance cases, performance and behaviour improvement matters and absence management through effective caseload management and scheduling of subordinates' time;
- Monitoring and analysing trends in employee relations matters and proposing appropriate proactive actions;
- Maintaining accurate records on Employee Relations matters and ensuring an effective and auditable record keeping system;
- Providing coaching to Employee Relations Advisors on legal aspects of procedural and substantive fairness as well as evidentiary requirements in the disciplinary process;
- Contributing to the development of people management skills and leadership capability across the organisation, including ongoing advice, support, coaching and training;
- Consulting with various organisational teams, ensuring that necessary information is available for the provision of accurate and timely advice;
- Assisting or representing management in statutory conciliation proceedings;
- Representing the Company or actively oversees and advises legal counsel during arbitration proceedings;
- Coordinating and arranging stakeholder engagement meetings;
- Liaising with union representatives on employee relations matters including grievance/dispute resolution;
- Assisting with the identification and development of an employee relations database that can improve policy matters and improve Employee Relations services;
- Analysing trends and implementing actions ensuring optimal ER operational excellence.

### Minimum requirements

- Grade 12, with an appropriate law qualification at NQF Level 7;
- Postgraduate Diploma in Labour Relations Management will be an added advantage;
- A minimum of seven (7) years' experience in Employee Relations in a unionised industrial or mining environment with three (3) years' in a supervisory capacity; and
- A valid Code B driver's license.

### To apply

Please submit your curriculum vitae and certified copies of qualifications with a cover letter clearly indicating the position you are applying for to e-mail: [RUL.recruitment@rossing.com.na](mailto:RUL.recruitment@rossing.com.na)

**Preference is given to candidates from designated groups in line with Company policy on employment equity.**

**Application closing date – 07 May 2021**