



Position Title:	Workplace Relations Business Partner	Position No:	CP04
Group:	Corporate Services	Service Area:	People & Culture
Reports to:	People and Culture Manager	Direct Reports:	Nil
Classification Level:	Professional Officer 2 – PO2		
Location:	Darwin	Date Approved:	September 2026
Special Measures:	<i>Yes -Priority Consideration Aboriginal and/or Torres Strait Islander Positions</i>		

POSITION OVERVIEW

The NLC People & Culture team is structured into four distinct service areas: Industrial Relations and Recruitment, Workplace Relations, Wellbeing and WHS, and Payroll. Each area provides expert advice and services within their respective remit across the organisation.

The Workplace Relations team is responsible for influencing and supporting a sound organisational culture with a people centric focus, supporting transformational change across the organisation over the coming years. This position will contribute to the team by providing high level advice on employee relations and matters across the NLC and supporting our supervisors to adopt sound, fair and best practice people management practices.

The Workplace Relations Business partner will work under supervision from the Senior Workplace Relations Lead and will provide workplace relations advisory and other business partner support across probation period, employee performance and associated people practices, employee grievances and separations.

This position is also expected to contribute to projects and the review of relevant policy and procedures within the remit of the Workplace Relations team and will be required to undertake regular travel to remote communities to engage with our regional and ranger teams.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Cultivate and maintain collaborative relationships with all relevant stakeholders, in particular operational level supervisors, to support the NLC people centric leadership model and section deliverables.
- Assist with the implementation of key transformative people related initiatives that are designed to guide the NLC into a space of contemporary and culturally safe practice whilst the NLC strives to realise its 'Activating Land and Sea Rights' and 'Building the Bush' strategies
- Provide advice and support within the Workplace Relations Team remit to employees and supervisors across the following key areas; probation, performance, conduct, grievances and complaints and staff separation
- Under guidance from the Senior Workplace Relations Lead, proactively manage a caseload within the scope of the position, ensuring timely resolution and closure of cases with the results balancing employee and organisational needs
- Draft relevant correspondence for stakeholders, such as 'request to meet letters' as well as 'letters of outcome' in relation to workplace relations matters.
- Ensure relevant file and case management notes are taken and all information is treated with utmost confidentiality and stored safely in the Content Manager document management system.
- Undertake workplace relations investigations as required, ensuring procedural fairness.
- Liaise with stakeholders to ensure timely completion of probation and performance reviews across the organisation.
- Educate and facilitate workshops with stakeholders on relevant People & Culture policies, procedures, processes, forms and other documentation.



- Contribute to projects that are within the remit of the Workplace Relations team (e.g. review of probation and performance review processes, employee engagement surveys etc.).
- Follow all NLC policies and procedures to make sure work is carried out to the right standards.
- Take on other reasonable tasks within your role, classification, service area, and skills when needed.
- Follow the NLC Code of Conduct, working in a professional, respectful, and collaborative way with your team and the wider organisation.
- Take part in performance reviews and any learning and development needed for your role.
- Look after your own health and safety and make sure your work does not put others at risk.
- Report any hazards or incidents to your supervisor straight away and complete any required reports on time.

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Diploma of Human Resource Management or Bachelor degree in Human Resource Management or Business Administration, equivalent experience or a combination of relevant qualifications and experience.
- Minimum of three (3) years' experience working at in a HR generalist role, along with a strong interest in Workplace Relations.
- A strong commitment to ethical conduct and maintaining the highest levels of confidentiality.
- Sound organisational skills and the ability to manage a high-volume work load with conflicting deadlines whilst maintaining attention to detail.
- Strong ICT literacy with a good working knowledge across the Microsoft Office Suite, in particular Word, Excel, Outlook and Teams.
- Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.

Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Sound understanding of performance management systems.
- Previous experience in supporting workplace culture reforms.
- Facilitation/Coaching skills.