

Position Description

Position Title:	Employment Relations & Compliance Manager
Position Type:	Full Time – Fixed Term
Location:	Brisbane
Reports to:	EGM – People & Culture
Direct Reports:	Employee Relations Advisor

Purpose

The Employment Relations & Compliance Manager is responsible for individual employment claims, technical advice on complex employment matters, and employment compliance assurance and remediation within People & Culture. The role identifies risks, coordinates corrective action and provides recommendations to the EGM – People & Culture.

Key Responsibilities

Employment Claims & Case Management

- Oversee the assessment and coordination of individual employment claims and proceedings, including unfair dismissal and General Protections matters.
- Ensure relevant records, evidence, case documentation and procedural requirements are appropriately coordinated and key risks and deadlines are escalated.
- Identify trends and recurring issues arising from employment claims and recommend improvements to employment practices and decision-making.

Employment Relations Advice

- Provide technical advice on complex individual employment matters and support consistent application of existing employment conditions, referring broader industrial strategy, collective disputes and union matters to the EGM – People & Culture.
- Identify material legal, industrial, financial or reputational risks and refer matters requiring executive, legal or delegated decision-maker input.

Employment Compliance & Remediation

- Coordinate risk-based reviews of employment practices and records to identify potential non-compliance and areas of exposure.
- Work with Payroll, Finance, Operations and People & Culture to assess findings, recommend corrective action and monitor agreed remediation.
- Recommend improvements to controls, guidance, record keeping and employment processes to reduce the risk of recurrence.

People Leadership & Service Delivery

- Manage, coach and develop the Employee Relations Advisor, setting priorities, service expectations and performance objectives.
- Allocate work according to complexity, urgency and risk, and maintain the quality and consistency of advice and case management.
- Ensure routine matters are handled at the appropriate level and complex; systemic or high-risk matters are escalated appropriately.

Reporting & Continuous Improvement

- Provide regular reporting to the EGM – People & Culture on employment claims, compliance risks, material findings, exposure and remediation progress.
- Prepare concise analysis and recommendations to support informed and defensible employment decisions.
- Use claims, compliance reviews and recurring queries to identify improvements to policies, procedures, controls and manager guidance.

Safety & Compliance

- Promote and maintain appropriate safety, security and regulatory compliance in accordance with Alliance Airlines' policies, procedures and Corporate Safety Manual.
- Report relevant hazards, incidents and non-compliance through approved company systems.

Position Requirements

Qualifications

- Tertiary qualification in Human Resources, Employment Relations, Law or related discipline.

Knowledge & Experience

- Strong working knowledge of the Fair Work Act 2009, modern awards, enterprise agreements and relevant employment obligations.
- Experience advising on complex individual employment matters and coordinating employment claims or Fair Work Commission processes.
- Experience interpreting existing employment conditions and assessing employment compliance risks in a complex workforce.
- Experience identifying compliance issues and coordinating practical corrective action.
- Experience advising senior leaders and managing or mentoring employees.

Skills & Capabilities

- Strong analytical, interpretive and problem-solving skills, with the ability to explain technical matters clearly.
- Highly developed written communication skills and the ability to prepare concise, accurate advice and recommendations.
- Sound judgement in assessing risk, prioritising matters and identifying when escalation is required.
- Ability to manage sensitive matters, competing priorities and deadlines with discretion, integrity and attention to detail.
- A practical, commercially aware approach to employment compliance and risk