



Australian Government

BSBW RK520 Manage employee relations

Release: 1

BSBWRK520 Manage employee relations

Modification History

| Release | Comments |
|-----------|--|
| Release 1 | This version first released with BSB Business Services Training Package Version 3.0. |

Application

This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.

It applies to those who are authorised to oversee industrial relations and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and industrial relations as well as current knowledge of industrial relations trends and legislation.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Workforce Development – Workplace Relations

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
|---|--|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i> |
| 1. Develop employee and industrial relations policies and plans | <p>1.1 Analyse strategic plans and operational plans to determine long term employee relations in accordance with organisational objectives</p> <p>1.2 Analyse existing employee relations performance in relation to workforce objectives</p> <p>1.3 Evaluate options in terms of cost-benefit, risk-analysis and current legislative requirements</p> <p>1.4 Work with relevant internal stakeholders to develop industrial relations policies and plans</p> |

| ELEMENT | PERFORMANCE CRITERIA |
|--|---|
| | 1.5 Identify the skills and knowledge needed by management and the workforce to effectively implement these strategies and policies |
| 2. Implement employee relations policies and plans | 2.1 Develop an implementation plan and a contingency plan for the employee relations policies and strategies 2.2 Make arrangements for training and development for identified needs to support the employee relations plan 2.3 Undertake associated employee relations activities to reach agreement on changes required by the organisational policies or implementation plan 2.4 Document procedures for addressing grievances and conflict 2.5 Identify and communicate key procedures for addressing grievances and conflict to stakeholders 2.6 Review employee relations policies and plans to establish whether they are meeting their intended outcomes |
| 3. Manage negotiations to resolve conflict | 3.1 Develop and deliver training to individuals in conflict-management techniques and procedures 3.2 Identify, and where possible alleviate or eliminate, sources of conflict or grievance according to legal requirements 3.3 Evaluate documentation and other information sources to clarify issues in dispute and ensure completeness, balance and relevance 3.4 Obtain expert or specialist advice and/or refer to precedents, if required 3.5 Determine desired negotiation outcomes, negotiation strategy and negotiation timeframes 3.6 Advocate the organisation's position in negotiation with the view to reaching a resolution that aligns to organisational objectives 3.7 Document, and if necessary certify, the agreed outcomes with the relevant jurisdiction 3.8 Take remedial action where groups or individuals fail to abide by agreements |

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

| Skill | Description |
|----------------------------|---|
| Reading | <ul style="list-style-type: none"> Interprets, critically analyses and applies appropriate strategies to construct meaning from complex texts |
| Writing | <ul style="list-style-type: none"> Displays knowledge of required structure and layout, employing broad vocabulary, grammatical structure and conventions appropriate to purpose and audience |
| Oral communication | <ul style="list-style-type: none"> Conveys information using language and non-verbal features appropriate to the audience Employs listening and questioning techniques to clarify and confirm understanding |
| Numeracy | <ul style="list-style-type: none"> Extracts and evaluates the mathematical information embedded in a range of tasks and texts |
| Navigate the world of work | <ul style="list-style-type: none"> Modifies or develops organisational policies to achieve organisational goals and comply with legislative requirements Keeps up to date on changes to legislation or regulations relevant to own rights and responsibilities and considers implications of these |
| Interact with others | <ul style="list-style-type: none"> Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion Actively builds networks that include key people with expert skills and knowledge Uses a range of strategies to facilitate an acceptable outcome for all parties where conflicts occur |
| Get the work done | <ul style="list-style-type: none"> Sequences and schedules complex activities, monitors implementation and manages relevant communication Uses analytical techniques to identify issues and generate possible solutions, seeking input from others as required, before making decisions or implementing solutions Draws on the diverse perspectives of others to gain insights into current practices and opportunities for change |

Unit Mapping Information

| Code and title current version | Code and title previous version | Comments | Equivalence status |
|--|-------------------------------------|---|--------------------|
| BSBWRK520 Manage employee relations | BSBWRK510 Manage employee relations | Updates to elements, performance criteria and assessment requirements | Equivalent unit |

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>