

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of Universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Human Capital Services

Post: Director – Employee Relations, , Transformation, and Wellness (Ref 710)

Purpose:

To provide strategic leadership and guide workplace relationship management processes, including employee representation facilitation, disciplinary and grievance process oversight and coordination and institutional support on a broad range of employment relations processes.

To facilitate the implementation of employee wellness programme.

Minimum Requirements:

- A postgraduate degree in Industrial Relations/Labour Law (NQF level 8) or equivalent is required AND Certificate in Labour Dispute Management or similar as accredited by the CCMA
- 10 years' experience in employee relations in a unionised environment
- 5 years Senior managerial experience in industrial relations or labour law.
- In-depth knowledge of Employee Relations and Labour legislation
- Experience in leading negotiations, consultations on substantive and conditions of service issues
- Working knowledge of dispute resolutions mechanisms (e.g., CCMA, Labour Court)
- Must have strong working knowledge of employment laws.
- Understanding of labour market trends
- Extensive experience in stakeholder management and communications including dispute resolution.
- Ability to manage employment relations matters in the that focuses on maintaining positive.
- employer-employee relationships that contribute to greater productivity, morale, and motivation.

Key Responsibilities:

- Acts as a key point of contact for employees and management on employee relations issues.
- Guide or take escalations from HRBPs and / or Attorneys regarding employee relations matters.
- Provides advice on a broad range of escalated employment issues including HR policy interpretation, disciplinary and Grievance processes, HR investigations, employee discipline and misconduct, and remediation of employment-related disputes.
- Follows best practice investigation techniques, including the preparation of investigation outlines, and maintains the strictest confidentiality and professionalism at all times.
- Monitor compliance to all applicable IR legislation and give advice on corrective action.
- Guide management with the execution of compliance programs, internal audits, external audits relating to employment relations.
- Guide management in adhering to employment relations business objectives and costs by providing data, input, review, analysis, modelling, or other information and support.
- Ensure upkeep and maintenance of accurate records on employee departures and severance to ensure compliance and accuracy of employee separations.
- Align HR policies and procedures to comply with all relevant statutory and legislative frameworks.
- Lead, guide and manage the implementation of disciplinary procedure, rules, and applicable guidelines.
- Manage the Employment Equity Plan Development Process.
- Develop EE monitoring and reporting tool.
- Guide the implementation employment equity and transformation processes/interventions.
- Design, implement and monitor effectiveness of wellness strategy and related initiatives.
- Set relevant deliverables and performance targets, monitor and measure department performance, coach reportees and create a climate conducive to team performance.

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications and a covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 10 August 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.