



Job Profile

Workplace Relations (Projects) Specialist

Group: People & Governance

Job Summary

To be completed by People and Culture team			
Job Family	Human Resources	Career Stage	Choose an item.
Job Function	Employee Relations	Career Stream	Choose an item.
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	EA	Last Modified Date	10/07/2026
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	1
People Leader	Yes	Indirect Team Size	0

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

The Workplace Relations Project Specialist is responsible for leading Sydney Waters workplace relations compliance, payroll governance, and industrial relations projects as part of the Workplace Relations 2030 Roadmap. The role provides specialist advice on employment legislation, enterprise agreements and workplace policies, ensuring Sydney Water maintains compliance with all workplace obligations. The position supports or leads end-to-end wage compliance reviews, payroll remediation programs, enterprise agreement implementation activities, and policy governance initiatives. Working closely with Payroll, Finance, Legal, People & Culture, and external regulators, the role identifies and resolves compliance risks, implements sustainable controls, and drives continuous improvement in workplace relations practices and governance frameworks.



Job Specific	Workplace Relations & Compliance • Lead workplace relations projects and strategic initiatives. • Provide authoritative advice on employment legislation, enterprise agreements, workplace policies, and industrial instruments. • Support enterprise bargaining activities, including negotiation preparation, implementation planning, and ongoing interpretation of agreements. • Lead implementation of enterprise agreement changes and associated people, process, and payroll impacts. • Engage with relevant unions and employee representatives on workplace relations matters. Payroll Governance & Wage Compliance • Lead end-to-end wage compliance investigations, including root-cause analysis of payroll discrepancies and entitlement issues. • Conduct wage and entitlement audits across employee populations, identifying compliance gaps and remediation requirements. • Design, manage, and execute payroll remediation programs for current and former employees. • Provide specialist workplace relations advice into payroll reviews, payroll governance activities, and regulatory compliance matters. • Partner with Payroll, Finance, Risk, IT, and Legal teams to implement systemic corrections and preventative controls. • Maintain readiness for regulatory reviews, audits, and Fair Work Ombudsman engagement. Governance & Policy Management • Lead policy governance activities, including policy development, review, implementation, and compliance monitoring. • Establish and maintain audit-ready documentation supporting workplace relations and payroll compliance activities. • Develop and oversee ongoing compliance assurance reviews and monitoring programs. • Identify emerging legislative and industrial risks and recommend mitigation strategies. • Drive continuous improvement of workplace relations governance, controls, and operating practices. • Implement consequence management processes in alignment with Sydney Waters Code of Conduct and relevant policies. Leadership & Stakeholder Management • Lead and mentor the Workplace Relations Coordinator direct report. • Build strong relationships with internal and external stakeholders to facilitate effective resolution of workplace matters. • Present recommendations and insights to senior leadership, balancing risk, compliance, and commercial outcomes.
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Education / Qualifications

Required	- Tertiary qualification in Human Resources, Employee Relations, Industrial Relations, Business, Law or a related discipline; or equivalent demonstrated experience.
Desired	- Postgraduate qualifications or specialised studies in Employee Relations, Industrial Relations or Employment Law.

Certifications / Licences

Required	Nil
Desired	Nil

Experience

Required	- Experience providing Employee Relations, Industrial Relations or Human Resources advice within a complex organisation. - Demonstrated experience managing Employee Relations matters such as performance management, grievances, misconduct, policy interpretation and workplace investigations. - Experience partnering with leaders to achieve effective people and business outcomes. - Strong stakeholder management, communication and relationship-building skills. - Proven ability to manage multiple priorities and deliver outcomes in a fast-paced environment. - Experience interpreting and applying policies, procedures and employment-related documentation.
Desired	- Experience interpreting and applying the Fair Work Act, Enterprise Agreements and Modern Awards. - Experience supporting organisational change and consultation processes. - Experience working with unions and employee representative groups. - Exposure to enterprise bargaining, industrial negotiations or industrial relations matters.

Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.