

RMIT Vietnam**Employee Relations Advisor****Position Details**

Position Title:	Employee Relations Advisor
Division/ Centre:	Operations
Department:	Human Resources
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other locations of RMIT Vietnam
Job Grade/ Classification:	PSV7
Time Fraction:	Full Time

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

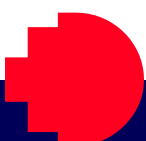
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

Department Summary

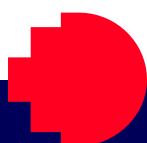
The Human Resources function is responsible for managing the organization's workforce by developing and implementing strategies, policies, and programs that support business objectives and foster a positive employee experience. HR oversees the full employee lifecycle, including talent acquisition, onboarding, performance management, learning and development, compensation and benefits, employee relations, and offboarding. HR ensures compliance with applicable labor laws and internal policies while promoting a culture of integrity, inclusion, and engagement. The function acts as a strategic partner to leadership by aligning people initiatives with organizational goals, driving workforce planning, and enabling change management.

Additionally, HR plays a critical role in maintaining employee well-being, resolving workplace issues, and enhancing organizational effectiveness through data-driven insights, process improvements, and continuous development of people practices.

Position Summary

The People (HR) team at RMIT Vietnam supports the University's strategic objectives by delivering services that enhance organisational capability, employee engagement, and a culture of innovation. The Employee Relations (ER) Advisor provides comprehensive end-to-end support across case management, workplace investigations, union engagement, and policy governance.

It is critical that this role requires sound knowledge of local legislation and demonstrated experience in its practical application. The role ensures employee matters are managed fairly, consistently, and in compliance with applicable labour legislation, while delivering expert advice on complex employee relations issues. This role works in close



partnership with leaders, HR Business Partners, internal legal advisors, employees, and Trade Unions. The ER Advisor working alongside the Senior ER Advisor collaboratively contributes to effective employee and industrial relations outcomes.

Reporting Line

Reports to: Senior Advisor – Employee Relations (ER)

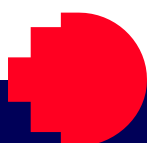
Indirectly reports to: Senior Manager – HR Business Partner and Employee Relations

Key relationships:

Reporting lines may be adjusted in line with organisational changes.

Key Accountabilities

- To collaborate with the Senior ER advisor and manage end-to-end employee relations cases, including disciplinary matters, grievances, performance concerns, and workplace conflicts, ensuring cases are handled in a timely, structured, and procedurally fair manner.
- Lead the administration and coordination of workplace investigations, including planning, interviews, evidence gathering, documentation, and report preparation, ensuring adherence to due process and established protocols.
- Provide advisory support to leaders and HR Business Partners on employee and industrial relations matters, offering guidance on local legal frameworks, policy application, process requirements, and potential risks to support informed decision-making.
- Ensure all employee and industrial relations processes are aligned with local labor laws, regulations, and organizational policies, incorporating local practices and cultural nuances.
- Support policy governance by:
 - Assisting in the review and update of HR policies, procedures, and guidelines
 - Ensuring policies remain compliant with legal and regulatory requirements
 - Providing guidance on consistent interpretation and application of policies
 - Act as a subject matter resource on HR policies, employment legislation, and industrial relations practices, supporting stakeholders in navigating ER/IR processes.
- Ensure industrial relations management, including:
 - Supporting engagement with Trade Unions and employee representatives
 - Coordinating union consultations, meetings, and documentation
 - Assisting in preparation for collective discussions and issue resolution
 - Monitoring compliance with union agreements and statutory IR requirements
- Coordinate and engage with stakeholders, including leaders, HR Business Partners, employees and Trade Unions, to facilitate smooth handling of employees and industrial relations matters.
- To work with the Senior ER Advisor to identify ER trends and recommend proactive solutions to mitigate risk.
- Contribute to strategic HR initiatives, projects, and continuous improvement activities.
- Maintain accurate and comprehensive case and IR documentation, ensuring confidentiality, proper tracking, and audit readiness.
- To collaborate with the Senior ER Advisor and wider team to contribute to the continuous improvement of employee and industrial relations processes, frameworks, and tools, ensuring consistency, efficiency, and compliance.



- Other duties commensurate with the scope of the role.

Key Selection Criteria

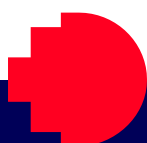
- A bachelor's degree in psychology, Human Resource Management or related discipline.
- Significant experience in a similar ER or HR advisory position, preferably within a global organization. Additional training or certification in workplace investigations or labor law is an advantage.
- Strong understanding of due process, procedural fairness, and documentation standards.
- Ability to manage multiple complex cases simultaneously with attention to detail and timelines.
- Proven experience managing end-to-end employee relations cases (disciplinary, grievance, performance, misconduct), including conducting or supporting workplace investigations through effective interviewing, evidence analysis, and objective report writing, while maintaining confidentiality and neutrality.
- Practical experience in industrial relations, including engagement with Trade Unions and employee representatives, with a solid understanding of union frameworks, consultation processes, and employee rights.
- Strong knowledge of local labor laws and regulations, with the ability to apply legal principles in ER/IR case management, considering local practices and regulatory requirements.
- Experience in policy governance, including reviewing, interpreting, and translating policies into clear, practical guidance.
- Strong risk management capability, including identifying issues, analyzing trends, and escalating sensitive or high-risk matters appropriately.
- Proven ability to provide practical, balanced, and risk-informed advice, with strong stakeholder management and influencing skills.
- Excellent communication and documentation skills, with strong analytical ability to distill key insights from complex situations.
- High level of integrity, discretion, and professionalism, with resilience and the ability to manage sensitive and complex matters.
- Strong organizational and case management skills, with attention to detail and ability to manage competing priorities.
- Effective interpersonal and cross-cultural communication skills, with a continuous improvement mindset.
- Fluent in Vietnamese and English language proficiency.
- Appointment to this position is subject to passing a Working with Children check, background check, etc.
- Ability to display appropriate behaviors in line with the position, as per the RMIT Behavioral Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff



members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed

Signature:

Name:

Title:

Date: Must filled section

Approved

Signature:

Name:

Title:

Date: Must filled section

