



JOB DESCRIPTION FORM

Position details

Position title	Senior Employee Relations Consultant
Classification/Level	Level 6
Award/Agreement	Public Sector Award 1992, Public Service and Government Officers General Agreement 2014 Department of Fisheries Agency Specific Agreement 2014 Public Service Allowances (Fisheries and Wildlife Officers) Award 1990
Position number	1994
Branch	People Services
Division	Corporate Services
Physical location	Perth
Effective date	17 November 2015

Reporting relationships

This position reports to General Manager People Services 1911 Level 8

Direct Reports to this position: 0.

About us

The Department of Fisheries manages Western Australia's fish, marine and freshwater resources and our vision is for the world class management of fisheries and aquatic ecosystems. Our commitment is *Fish for the future*, and by working with the community and key stakeholders, the Department's resolve is to conserve, develop and share the fish and other living aquatic resources of WA, for the benefit of present and future generations.

The major objectives of the Department are to:

- Ensure WA's fish stocks and aquatic ecosystems are sustainable

- Achieve an optimum balance between ecological, economic and social considerations in management decisions that deliver sustainable fish stocks and aquatic ecosystems
- Promote effective strategic alliances and community stewardship
- Achieve effective and efficient use of resources to support the delivery of business outcomes

Our values

- **Respect** – Acting with integrity and courtesy
- **Innovation** – Finding new and better ways
- **Leadership** – Showing the way

Objectives of position

This section provides a brief summary of the key functions of the position

The Senior Employee Relations Consultant provides professional consultancy services on complex employee relations and workplace reform matters. They investigate, formulate and implement strategic, proactive and innovative employee relations and human resource policies and strategies to promote positive and effective workplace relations.

Key responsibilities

This section outlines the results and outcomes of an individual in this position

EMPLOYEE RELATIONS

- Provides an integrated range of employee relations services and initiatives to the Department and its directorates.
- Develops labour relations strategies and policy in accordance with legislation and Government policy, including the development and negotiation of Industrial Agreements with relevant stakeholders to promote positive and effective workplace relations.
- Provides high level consultancy and advisory service to the Director General and all staff relating to the correct application and interpretation of relevant legislation, including Acts, Awards (Fisheries specific Awards), Agreements and related policies, procedures, labour relations and workplace reform.
- Facilitates industrial negotiations with employee representatives on behalf of the Director General and in conjunction with human resource management and management representatives.
- Represents the Department at the Industrial Relations Commission and related tribunals for industrial matters related to employee entitlements and conditions.
- Provides specialist industrial relations advice, data and information to support the Department in defining their negotiated position.
- Undertakes investigations and facilitates the resolution of complex/contentious human resource, industrial relations, equity, grievance, dispute, disciplinary and performance management issues as required.
- Undertakes research and monitors external trends, new legislation and Government initiatives on employee relations.

- Monitors and reports on employee relations in the Department.

STRATEGIC HUMAN RESOURCE MANAGEMENT

- Contributes to the development of the Department's Strategic Human Resource Management Plan ("Plan for our People") and leads the development and implementation of relevant operational plans and policies specific to the portfolio responsibilities to enable the Department to achieve its objectives.
- Undertakes research and analysis, identifies risks and provides information to assist with strategic decisions to support organisational sustainability.
- Manage change associated with organisational review and reform.
- Builds effective business partnerships that assist in the implementation of human resource initiatives that support the Department's corporate objectives.
- Provides high level specialist human resource consultancy and advisory services relevant to portfolio responsibilities across the Department.

OTHER DUTIES

- Fulfills the role of Executive Officer to the Department's Joint Consultative Committee to ensure industrial, statutory and legal requirements are effectively managed for the Department.
- Performs duties commensurate with the nature and level of the position required.

Work related requirements

This section outlines the knowledge, skills, abilities, individual characteristics and values required to do the job and work effectively within Fisheries – also referred to as selection criteria.

Essential

1. Shapes and manages strategy

Demonstrated experience in the provision of employee relations services and initiatives, and the ability to interpret and apply relevant legislation, Acts, Industrial Agreements, policies and awards in an organisational setting that supports the development of strategic and operational human resource initiatives and the organisation's goals and objectives.

2. Achieves results

Within the employee relations framework, builds and applies professional expertise in a complex organisational environment to support management and employees at all levels achieving outcomes in line with the organisation's objectives.

3. Builds productive relationships

Ability to build and maintain relationships and networks and work collaboratively as an effective team member across the organisation as well as with key external stakeholders to deliver outcomes. Assists management and staff through the provision of specialist employee relations advice and support.

4. Exemplifies personal integrity and self-awareness

Takes personal responsibility for meeting objectives and progressing work and demonstrates self-awareness and a commitment to personal development.

5. Communicates and influences effectively

High level communication (written & oral) and interpersonal skills and the ability to engage and influence with a range of key stakeholders. Experience in complex negotiations and dispute resolution is a requirement of this role.

Desirable

6. Tertiary qualification in Human Resources Management, Employee Relations, Industrial Relations or a related discipline.

Special equipment/requirements

Occupant will be required to spend periods of time working at the Department of Fisheries offices in Hillarys and Fremantle and will be required to travel to regional centres.

Essential pre-employment requirements

Nil.

Certification

The duties, responsibilities and requirements of this position have been approved by the delegated authority.

Division Head

Signature:



Date: 27 / 1 / 16.

Position Title:

Kieth Van Dongen
Executive Director
Corporate Services