



Job Description Form

Pool Ref 013583 Senior Employee Relations Officer

Employee Relations Branch

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992 / PSGOGA 2014
Position Status: Permanent
Organisation Unit: Corporate Services Division, Human Resources Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: 013346 Assistant Director Employee Relations - Level 8

THIS POSITION: Pool Ref 013583 Senior Employee Relations Officer - Level 6

Direct reports: Nil

OVERVIEW OF THE POSITION

The Directorate's Employee Relations Branch is accountable for influencing the culture and performance of the organisation by fostering respectful, honest and productive employee relations.

The Senior Employee Relations Officer is responsible for coordinating the resolution of employee relations matters which are complex, contentious and sensitive in nature. The Senior Employee Relations Officer will develop relationships with internal and external stakeholders in order to provide an array of employee relations services through frameworks, standards and systems which meet business objectives and are consistent with other Departmental services, contracts and outcomes.

The Senior Employee Relations Officer is responsible for participating in the negotiation and implementation of industrial awards and agreements with Unions and their representatives and other public sector agencies. The incumbent will participate in conciliation and mediation by representing and advocating on behalf of the Department with employees, employee organisations and other employee representatives in the Industrial Relations Commission, Equal Opportunity Commission, State Administrative Tribunal and other relevant tribunals and courts.

JOB DESCRIPTION

As part of the Employee Relations team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation
- Work to improve communication and model integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

Duties include, but are not limited to, the following points:

- Negotiates and investigates a wide array of employee relations matters of a complex and sensitive nature in order to facilitate the development and implementation of recommendations for their resolution.
- Represents and advocates on behalf of the Department in the Industrial Relations Commission, Equal Opportunity Commission, State Administrative Tribunal and other relevant tribunals and courts.
- Develops collaborative relationships with internal and external stakeholders such as employee organisations, other employee representatives and public sector agencies including the labour relations division of the Department of Commerce.
- Participates in negotiation, conciliation and mediation with employees, employee organisations and other employee representatives.
- Establishes and evaluates employee relations services, frameworks, standards and systems to meet business objectives which are consistent with other Departmental services, contracts and outcomes.
- Consults and advises management, operational areas and employees on an array of human resources and employee relations matters including the application and interpretation of industrial awards, agreements, policies and related legislation for occupational groups.
- Initiates and coordinates workplace change processes and policies resulting from industrial relation decisions, orders, Government policy and legislation.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of the role specific responsibilities of this position, able to demonstrate the following capabilities:

1. Strategic Alignment - Develop and drive a people strategy across an organisation

An ability to: manage human resources services based on the interpretation of the environment the Department operates within and human resources legislation; and drive responses to address and plan for trends, issues and influences impacting on human resources.

2. Results Driven - Drive strategies to build capability and expertise

An ability to: manage and design innovative human resources activities, strategies and initiatives which apply good practice and align and contribute to government and Departmental objectives; identify and manage risk; and lead services in coaching managers to build employee capability.

3. Workforce Capacity - Manage activities that build workforce capacity for present and future requirements

An ability to: oversee the analysis and reporting of organisational climate and employee engagement; drive workforce planning activities to ensure the availability of a skilled and motivated workforce to meet current and future Departmental goals; and manage processes which provide support to managers to effectively manage the development, performance and behaviour of employees.

4. Relationship Management - Identify, initiate, build and manage productive relationships

An ability to: oversee and drive communication and consultation channels with stakeholders to share information, perspectives and knowledge which support a collaborative, innovative and values based culture; and coach managers to understand their people management responsibilities.

5. Credible Influence - Role model desired behaviours of the organisation and actively influence where required

An ability to: demonstrate personal and professional integrity at all times consistent with the WA public sector Code of Ethics and Departmental code of conduct; make sound, rational and ethical decisions; drive the application of expertise in advising and influencing others in their decision making; be accountable for decisions and actions; take personal responsibility for delivering quality outcomes which meet objectives; and communicate clearly and confidently across all levels of the Department.

6. Professional Expertise - Recognise the capabilities and expertise required for the function and develop and build on own and other's expertise

An ability to: demonstrate self-awareness and commitment to personal development and encourage it in others; recognise and develop capabilities to meet performance expectations and seek additional expertise when required; oversee activities to translate human resources theory into practice to deliver value to the Department; and manage the delivery of human resources services and tools to improve workforce performance and the people management expertise of managers.

7. Culture and Change Management - Manage change processes required to support desired organisational culture

An ability to: work with the Executive to articulate vision for the Department and communicate the need for change when required; drive the design and delivery of innovative people practices to enable a positive culture; manage processes and provide support to the organisation when change is required; and inspire employees to understand the impact of their behaviour on Departmental culture.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

DELEGATED AUTHORITY

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____