



Employee Relations Consultant

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| Branch: | Workforce Management |
| Directorate: | People and Organisational Development |
| Position Number: | 00025093 |
| Classification: | Level 5 |
| Physical Location: | 140 William Street, Perth |
| Award/Agreement: | Public Service Award & Public Service and Government Officers CSA General Agreement |

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [Fresh Thinking](#) and finding better ways of working

We set [Clear Direction](#) and have the courage to follow through

We work together to deliver [Excellent Service](#)

We make things happen through our [Great People](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

People and Organisational Development are trusted business partners who adopt a 'one POD' approach to respond flexibly to business needs to build a better organisation for tomorrow.

The POD Vision is to enable an agile, capable and adaptive workforce united in making transport work for the community.



Overall Purpose of the Role

- Provides a consultancy and advisory service to managers to assist in the prevention or resolution of industrial disputes and other employee relations issues.
- Researches and contributes to the development and implementation of employee relations strategies and assists with the implementation of workplace reform strategies.
- Assists with management of 'Formal Case Management' on behalf of DoT (example formal grievances, substandard performance, breaches of discipline).

Work Description

1. Provides a consultancy and advisory service on employee relations and workplace reform within the Department.
2. Provides advice on matters relating to the correct application and interpretation of industrial awards, policy and related legislation.
3. Investigates and contributes to the resolution of industrial relations claims including formal grievances.
4. Undertakes negotiations, under guidance, on workplace reform issues, including the development of agency specific agreements and centrally negotiated agreements.
5. Investigates suspected breaches of discipline, makes recommendations and assists in implementing outcomes of any findings.
6. Assists in the preparation of cases for industrial advocacy in the settlement of disputes.
7. Provides assistance in the management of "Formal Case Management" (substandard performance management, misconduct and other breaches of discipline in line with legislation).
8. Represents the Department at meetings, tribunal conferences, hearings, committees and working parties.
9. Undertakes research and contributes to the review, development, and implementation of employee relations strategies and projects, and assists with the implementation of workplace reform strategies.
10. Liaises with public sector agencies, authorities and unions on industrial relations matters.
11. Prepares communications and policy statements to enable managers and employees to effectively implement DoT workplace conditions and practices.
12. Prepares and delivers training and awareness raising programs on industrial relations matters.
13. Participates effectively as a POD team member in alignment with DoT's Values and Behaviours.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

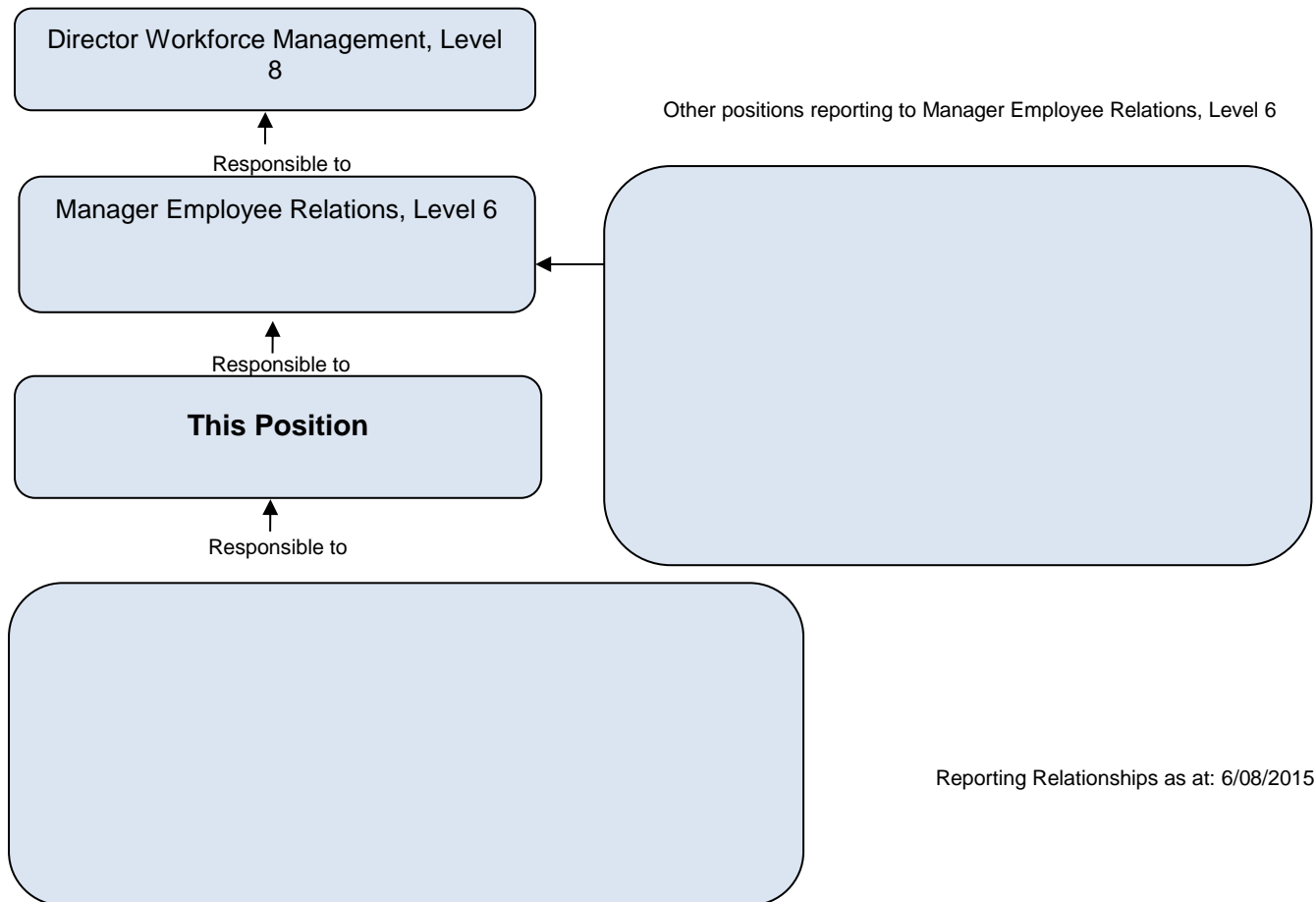
1. Experience and proven ability in providing employee relations advice and in the resolution of employee relations issues.
2. Proven ability to interpret, implement and advise on awards, legislation and policies relating to labour relations.
3. High level of interpersonal and communication skills with an emphasis on being able to engage and influence others and build effective working relationships, and good written skills.
4. Knowledge of contemporary labour relations practices, policies, trends and issues relevant to the public sector
5. Demonstrated commitment to customer service excellence.

DESIRABLE:

1. Tertiary qualification in industrial relations or similar.



Reporting Relationships



Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Executive Director
People and Organisational Development**