



Senior Labour Relations Advisor - Level 6 (00017248)

Group:	Safety Regulation	Location:	1 Adelaide Terrace
Division/Directorate:	Private Sector Labour Relations	Supervises:	0
Branch:	Policy and Information	Reports to:	General Manager
Section:	NA		

Operational Context

Within the Safety Regulation Group the Private Sector Labour Relations Division shapes and implements labour relations policy and legislative reform. The Division strives to be a proactive regulator to achieve compliance with WA employment laws while also assisting employers and employees to better understand and meet their workplace rights and obligations.

Role Overview

The Senior Labour Relations Advisor contributes to the development and implementation of the Government's industrial relations policy priorities. The position provides advice on labour relations issues to clients including the Minister, and develops information on state employment laws.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Provides strategic policy advice to clients, including the Minister on labour relations issues.
- Monitors State and federal labour relations issues and developments and prepares departmental and Government responses as required
- Undertakes high level research on award and legislative provisions and provides information and advice to clients, including the Minister.
- Assists in the preparation of materials and representation at State and national tribunals and forums as require.
- Develops quality client focussed information on state employment law'
- Manages projects to achieve outcomes in the Division's Business Plan.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Demonstrated experience in developing and implementing advice and policy.
- Demonstrated experience in developing strategic responses to identified issues.
- Highly developed interpersonal, written and verbal communication skills, including the ability to liaise with a diverse range of stakeholders
- Demonstrated knowledge of labour relations legislation and issues.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Understands strategic objectives, trends and factors that may influence work plans and goals.
- Demonstrates good judgement, research and analytical skills.

This position reports to:

General Manager

Position No: 00017261

Classification: L8

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- National Police Check
- Current Western Australian C or C-A class drivers licence or equivalent

Approved Date

03-NOV-2021

