



## Job Description Form

### Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

**Position Title**

Principal Consultant Labour Relations

**Level**

6

**Position Number**

31043, 33325, 34549  
(Nominated)

**Division/Directorate**

People and Organisational Development

**Branch/Section**

Labour Relations

**Effective Date**

May 2023

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Manager Labour Relations, Level 8

Subordinates: No Direct Reports

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### Key role of this position

Provides a professional labour relations consultancy and advisory service to Public Transport Authority Management and contributes to the development, coordination and implementation of labour relations policies, procedures, practices and systems aligned with the Public Transport Authority's (PTA) strategic objectives.

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### Core duties and responsibilities

- Provides a professional labour relations consultancy and advisory service to the PTA's management, including promoting and facilitating an understanding of labour relations policies, processes and practices.
- Investigates, formulates and implements strategic, proactive and innovative labour relations options/approaches to achieve the PTA's strategic objectives.
- Maintains an awareness of labour relations trends and new initiatives impacting on the PTA, to develop proactive labour relations policies and strategies aligned with corporate objectives.
- Liaises, consults and negotiates labour relations matters with employee associations.
- Represents the PTA as an advocate at labour relations mediations and hearings before various relevant forums.
- Participates in the coordination and implementation of workplace reform programmes.
- Maintains currency of relevant employment instruments, including awards and agreements.
- Identifies and fosters a network of client and stakeholder contacts both internal and external to the organisation which inform the planning, development, implementation and review of Public Transport Authority's labour relations policies and practices.
- Mentors other Labour Relations team members.
- Undertakes other duties as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Demonstrated labour relations experience within a complex organisation including consultancy, negotiations, and advocacy.
- Substantial knowledge of contemporary labour relations practices, policies, trends, and issues relevant to the public sector.

### 2. Communication and Interpersonal

- Highly developed communication skills (written, oral and interpersonal), including;
  - The ability to resolve labour relations conflicts; and
  - The ability to work effectively in a team environment.

### 3. Conceptual, Analytical and Problem Solving

- Proven ability to interpret, implement and advise on awards, agreements, legislation and policies relating to labour relations.
- Well developed conceptual and analytical skills, including the ability to review/formulate policy and develop innovative solutions to workplace issues.

### 4. Organisation

- Well developed time management and organisational skills, with the ability work autonomously.

### 5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

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### Certification

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

### Managing Director / Executive Director / General Manager

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**Signature**

.....  
**Date**

### Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
**Signature**

.....  
**Date**