



Manager, Industrial Relations

Industrial and Employee Relations

Position number	00026771
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 8
Reports to	Director, Industrial and Employee Relations (Level 9)
Direct reports	Principal Industrial Relations Advisor x3.67 FTE (Level 7) Senior Industrial Relations Advisor x5.5 FTE (Level 6) Industrial Relations Advisor (Level 5) Industrial Relations Officer (Level 4) Graduate Industrial Relations Officer (Level 3) Administrative Assistant (Level 2)

Context

The Department's Industrial and Employee Relations Directorate comprises two branches: Industrial Relations and Employee Relations. The Directorate is responsible for ensuring compliance with industrial instruments and associated legislative frameworks, supporting effective performance management and providing manager support for discrete human resource matters. It provides strategic and operational advice and support to the Minister, Director General, school leaders and line managers on a range of industrial and employee relations matters.

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Key responsibilities

- Strategically lead, manage and support a team of Industrial Relations officers to:
 - develop industrial relations policies, procedures, practices and operational guidelines;
 - deliver specialist advice to the Department and other key stakeholders;
 - represent the Minister and the Department at senior level before the Western Australian Industrial Relations Commission, Equal Opportunity Commission, Australian Human Rights Commission and administrative tribunals and at other forums;
 - manage and coordinate the resolution of industrial disputes and claims; referred grievances and equal employment/human rights matters across all areas within the Education portfolio;
 - manage the relationship with the State School Teachers' Union of WA (SSTUWA), the Principals' Federation of Western Australia, the Civil Service Association (CSA)

and the United Workers Union regarding school, regional and central office industrial and equal employment matters;

- manage the human resource requirements of the section; and
- undertake strategic and complex projects.
- Provide high level advice, data and information to the Director and other key stakeholders, including the development of strategic options, operational policies and procedures to improve the delivery of industrial relations services for the Directorate and to support the delivery of departmental outcomes.
- Develop, promote and manage the implementation of practices that support productive industrial relations, improved employment conditions and workplace flexibility within legislative and economic constraints, including the development and negotiation of industrial instruments.
- Oversee the development and implementation of a strategic framework/approach for the management and coordination of disputes, equal employment issues and other industrial matters for application by subordinate staff in the performance of their duties.
- Monitor and review the application of the framework and develop and modify this as appropriate to ensure an ongoing delivery of a high quality and up to date service.
- Is responsible for the development and implementation of arrangements to provide support for, and build the capacity of regional and school-based officers to manage labour relations matters.
- Work closely with the Director and other key staff to ensure the initiatives and objectives of the Directorate's Operational Plan and Department requirements are met.
- Monitor and manage staff leave entitlements to ensure reasonable leave balances in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated substantial knowledge of and experience in the application of industrial relations legislation and whole of government industrial relations policies and processes.
2. Demonstrated high-level skills and experience in managing complex industrial relations matters.
3. Demonstrated ability to provide strategic leadership and manage teams in delivering complex industrial relations outcomes, including high-level skills and experience in policy analysis, development, and research.
4. Demonstrated highly developed written and verbal communications skills with experience in providing quality advice on complex matters and trends in industrial relations/human resources to internal and external stakeholders.
5. Demonstrated high-level negotiation and consultation skills and experience in establishing networks and liaising effectively with officers at all levels.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter

- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 13 January 2026
Reference D26/0025961