



Employee Relations Consultant Level 6 (MPE25615)

Group:	Dept of Mines, Petroleum and Exploration	Location:	East Perth – Mineral House
Division:	Corporate Services	Supervises:	0
Branch:	People and Culture	Reports to:	General Manager People and Culture
Section:	NA		

Operational Context

The Corporate Services Group supports the Department to achieve its strategic and operational objectives. Bringing together a range of corporate functions which work collectively to help the organisation plan and operate by offering specialist and trusted advice and effective business systems and internal controls.

Role Overview

This position delivers a high-level employee relations consultancy, advisory, case management and support service across the department. Working in close collaboration with human resources colleagues and senior executive this role, fosters respectful, honest and productive employee relations.

Building Leadership Impact as a Leader of Others

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about delivering high-quality work as a specialist in their domain of expertise, balanced with a focus on training, motivating and enabling others.

Role Responsibilities

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

- Deliver an advisory and consultancy service to managers and employees on employee and industrial relations matters including grievance, discipline, formal workplace matters, sub-standard performance management and other disputes as required.
- Case manages complex employee relations matters, with a focus on resolution and effective management within relevant procedures while ensuring procedural fairness for parties involved.
- Provide advice and support to senior executive, managers, and the Director General on options for resolving employee and industrial relations issues and complex matters in the workplace.
- Coach HR colleagues and management representatives to effectively deal with complex workplace matters as required.
- Triage complex employee relations matters - performing discrete and sensitive reviews, assessments and investigations.
- Ensure up-to-date knowledge and understanding of employee relations, government policy, procedure and relevant industrial instruments and legislation.
- Maintain appropriate and accurate records.
- Undertakes research and analyses complex employee and industrial relations legislative issues and ensure relevant policies and procedures are developed and kept up to date.
- Implement employee relations strategy and plans with an emphasis on proactive and innovative options and approaches to achieve business objectives.
- Build and maintain collaborative relationships with senior executive, managers, HR colleagues, and employees in resolving employee relations matters and industrial relations issues.
- Liaise with external parties on behalf of the department on matters relating to employee relations.
- Represent the department's interest on committees, working groups, external Commissions and tribunals as required.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- 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.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated employee relations consultancy experience including the interpretation and application of complex employee and industrial relations legislation, instructions, instruments, policy, procedure and standards.
- Demonstrated written communication skills and experience writing briefing notes, memos and letters with an attention to detail based on the intended audience and the circumstance of the matters including the ability to review written work of others.
- Possession of or ability to obtain certification in Government Investigations is desirable.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Leading Others](#) - People following outlines those that are required to undertake this role:

- **Lead Collectively** - You seek to build and maintain effective working relationships with others, and are mindful of the partnerships that support your efforts to deliver value for your team and work area.
 - **Think Through Complexity** - You draw on information from an array of sources, applying your judgement and technical expertise to identify what is relevant and important.
 - **Dynamically Sense the Environment** - You adapt your communication style to target audience to influence or persuade.
 - **Deliver on High Leverage Areas** - You demonstrate resilience and expertise to achieve results for your work area.
 - **Build Capability** - You understand your role as a leader in fostering a healthy workplace across your team or work area that aligns with creating a positive culture in the sector.
 - **Embody The Spirit of Public Service** - You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of your agency.
 - **Lead Adaptively** - You seek to develop your self awareness, reflecting regularly on your approach, strengths, weaknesses and blind spots.
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This position reports to:

General Manager People and Culture - Level 8 (MPE25598)

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check