



Graduate Industrial Relations Officer

Industrial Relations

Position number	00012922
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager, Industrial Relations (Level 8)
Direct reports	Nil

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

- Provide support and assistance to the Director and managers on a range of industrial and employee relations matters.
- Interpret and apply industrial instruments, communicating recommendations and preparing a wide range of documents and correspondence.
- Carry out designated research, policy and project objectives unsupervised and as part of a team.
- Provide input into the strategic direction of employee relations and contribute to the development, implementation and review of policy and procedure.
- In consultation with senior staff, prepare correspondence in relation to industrial/employee relations matters, including briefing notes, Ministerial correspondence, responses to parliamentary questions and memorandums.
- Provide accurate advice and information to principals and managers on industrial/employee relations matters.
- Establish and maintain effective working relationships and collaborate with internal and external stakeholders to provide and receive information as required.

Selection criteria

1. Demonstrated sound oral, written presentation and interpersonal communication skills, including experience in consulting effectively with others, the ability to manage conflict and influence others.
2. Demonstrated sound research, conceptual and analytical skills with the ability to make evidence-based recommendations.
3. Demonstrated initiative and sound organisational skills, including the ability to effectively multitask, prioritise, meet deadlines and work effectively within a team environment.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary degree relevant to labour relations
- 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 21 January 2026
Reference D26/0043693