



Senior Industrial Relations Advisor

Industrial Relations

Position number	Generic
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
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

- Work with an Industrial Relations team in providing high-level advice, training, support and information, including Award and Agreement interpretation, employment, industrial relations, and performance management issues relevant to key stakeholders.
- Operate with some autonomy, while receiving broad direction and instruction from the Manager Industrial Relations, in undertaking complex research and analysis, reporting on issues, and making recommendations to achieve successful industrial relations outcomes.
- Develop responses to Ministerial correspondence and parliamentary questions, reports, and briefings in consultation with the Manager Industrial Relations.
- Represent the Department before various industrial relations and other relevant forums on labour relations and related issues.
- Provide input into the development, implementation and review of industrial relations policy and procedures.

Selection criteria

1. Demonstrated well developed knowledge of and experience with human resources and Industrial Relations legislation, frameworks and current issues and the ability to apply that knowledge to an organisational context.
2. Demonstrated highly developed research, analytical and problem solving skills with an ability to work as part of a team to achieve outcomes and recommend appropriate resolution strategies.
3. Demonstrated highly developed interpersonal, written, and verbal communication skills, including the ability to consult and liaise effectively with internal and external stakeholders.
4. Demonstrated ability to negotiate and advocate outcomes.

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 3 March 2026
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