



## Principal Industrial Relations Advisor

### Industrial Relations

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Industrial Relations (Level 8)
<b>Direct reports</b>	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.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Work with the Industrial Relations team in providing strategic advice, training, support and information, including Award and Agreement interpretation, employment, industrial relations and performance management issues relevant to key stakeholders.
- Mentor and assist with the professional development of individuals and the team as a whole.
- Operate with a high degree of 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 labour relations outcomes.
- Represent, promote, protect and negotiate the intention and interests of the Department and key stakeholders at a senior level in various industrial relations forums and other arenas.
- Monitor trends in industrial relations and workplace reform to determine the impact on the Department and key stakeholders and provide timely and effective advice and recommendations to senior management and corporate executive as required.
- Prepare Ministerial responses, investigations and reports on a range of complex industrial and complaint based matters.

- Oversee and coordinate the development and delivery of training resources and programs on a range of employee relations, performance management and related topics.
- Provide significant input into the development, implementation and review of a broad range of employee and industrial relations policy and procedures, and exercise appropriate levels of discretion in determining mid to low-level policy.

### Selection criteria

1. Demonstrated substantial knowledge and understanding of 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 negotiation skills and advocacy experience.
3. Demonstrated highly developed research and problem solving skills with an ability to achieve industrial outcomes and develop appropriate resolution strategies.
4. Demonstrated highly developed interpersonal, written and verbal communication skills, including the ability to consult and liaise effectively with internal and external stakeholders.
5. Demonstrated skills and experience in coordinating and delivering strategic 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            27 February 2026  
Reference      D26/0158534