



## Job Description Form

Deputy Registrar

Position: 01709124

Classification: Specified Calling Level 4

<b>Business Unit</b>	Registry Services
<b>Location</b>	Perth – CBD
<b>Award</b>	Public Service Award 1992
<b>Agreement</b>	Public Sector CSA Agreement
<b>Reports to</b>	Specified Calling Level 5 Senior Deputy Registrar
<b>Direct Reports</b>	Nil

The Department of the Registrar provides administrative support and infrastructure to the Western Australian Industrial Relations Commission (the Commission). The Commission resolves disputes concerning industrial matters relating to the work, privileges, rights or duties of employers or employees.

The Department also provides the administration, advice and support to enable the general community, employee and employer associations, industrial practitioners and government agencies to make applications to the Commission, the Industrial Magistrates Court and the Industrial Appeal Court.

Our values define who we are, how we communicate, interact and work together and underpin everything we do.



## Position Summary

Reporting to the Senior Deputy Registrar, the Deputy Registrar is a key member of the Registry Services leadership team. The position exercises statutory powers under the *Industrial Relations Act 1979* (WA) and holds delegation as Clerk of the Court of the Industrial Magistrates Court. It undertakes complex legal research and provides high-level legal advice to the Registrar, Senior Deputy Registrar and Chief Commissioner.

The Deputy Registrar contributes to legislative and regulatory reform across the industrial relations jurisdiction, leads the implementation of the State Wage Case decision, and builds strong stakeholder relationships while fostering a collaborative and values-driven culture within Registry Services.

## Leadership Expectations

We believe all our people are leaders irrespective of their role. We are committed to building the leadership capability of our people and to support this we have adopted [Leadership Expectations](#).

Everyone leads in a context, and the leadership context for this position is [Leading Leaders](#) (knowledge leader).

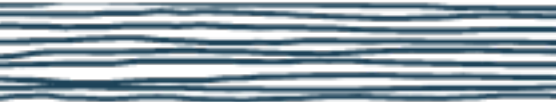
## Position Responsibilities

### Statutory Functions

- Performs the duties and exercises the statutory powers of the Deputy Registrar as determined by the *Industrial Relations Act 1979* (WA), and as directed by the Chief Commissioner. This includes:
  - Commencing and conducting enforcement proceedings involving contraventions of the *Industrial Relations Act 1979* (WA).
  - Undertaking delegated functions relating to unfair dismissal or denied contractual benefit claims, including mediation and conciliation.
  - Commencing and conducting prosecutions in the Industrial Magistrates Court for offences under the *Industrial Relations Act 1979* (WA).
  - Acting as chairperson for section 44 party conferrals, as directed by the presiding Commissioner.
  - Undertaking functions to give effect to any formal directions by the Chief Commissioner in respect of an industrial matter.
- Holds delegation as Clerk of the Court of the Industrial Magistrates Court. Convenes and conducts conciliations at pre-trial conferences in accordance with section 81D of the *Industrial Relations Act 1979* (WA). Issues procedural orders and directions.

### Legal Advice and Law Reform

- Provides high quality legal advice on the interpretation and application of relevant industrial relations legislation.

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- Undertakes complex research and analysis of industrial relations legal issues and prepares briefing material and advice to the Registrar, Senior Deputy Registrar and Chief Commissioner.
  - Contributes to reviews and implements legislative and regulatory reform within the industrial relations jurisdiction.
  - Undertakes high level legal research for the Commission's award modernisation initiatives, including award reviews and award scope variations, and provides briefings and recommendations.
  - Maintains up to date knowledge of current trends and issues in relation to the state and federal industrial relations systems, and assesses the impact on statutory functions and broader operations.
  - Researches and prepares high level responses to correspondence, briefing notes, Parliamentary questions, Ministerial correspondence and Cabinet submissions.
  - Briefs and instructs the State Solicitor's Office and independent legal counsel.

#### **Leadership and Operational Delivery**

- Manages and leads the implementation of the State Wage Case decision, partnering with the Registered Organisations Compliance Lead and Registry Operations Manager.
- Provides mentorship and technical guidance to the Registry team on complex legal matters.
- In conjunction with the Senior Deputy Registrar, develops business and strategic plans for the Registry functions.
- Leads and undertakes complex project work, and contributes to cross-functional initiatives as required.

#### **Stakeholder Relationships**

- Develops and maintains effective professional networks and working relationships with internal and external key stakeholders, including representing the Department on relevant industry forums and groups.
- Works closely with internal and external parties and across government on legislative and regulatory amendments and reform.
- Champions the Department's values and fosters a culture of collaboration, support and respect within Registry Services.

#### **Corporate Responsibilities**

- Adheres to the Values, Code of Conduct, the Public Sector Code of Ethics and all departmental policies.
- Actively participates in the Department's Performance Development Program (PDP).
- Promotes work health and safety, equal opportunity and diversity in the workplace.
- Performs other tasks as directed.



## Role Specific Requirements

### Qualifications

- Degree in Law, and admitted to practise in the Supreme Court of Western Australia (or otherwise approved by the Legal Practice Board of WA), with relevant post admission experience in a legal role, commensurate with the position.
- Current Australian practising certificate, or eligible to obtain one.

### Essential Criteria

1. Demonstrated experience in industrial relations, with experience practising in state and/or federal jurisdictions (Deliver on high leverage areas).
2. Demonstrated substantial knowledge and practical application of state and federal industrial relations legislation, including the ability to interpret legislation and provide high level advice on complex matters (Think through complexity, Dynamically sense the environment).
3. Highly developed conceptual and analytical skills with experience in complex legal research (Think through complexity).
4. Experience in alternative dispute resolution, in particular conciliation or mediation, and a willingness to obtain AMDRAS accreditation (Lead adaptively).
5. Highly developed communication skills (verbal and written), with the ability to exercise sound judgement in adversarial situations (Dynamically sense the environment).
6. Highly developed interpersonal skills with the ability to build networks and high-quality relationships with key stakeholders and contribute to fostering a healthy, inclusive and supportive workplace culture (Lead collectively, Embody the spirit of the public sector, Build capability).

### Pre-employment requirements

Provision of 100 points identification including evidence of entitlement to live and work indefinitely in Australia for permanent appointments, or temporary visa with entitlement to work for the duration of a fixed term contract.

Appointment is subject to National Police Clearance and 6-month probation period.

### Certification



Susan Bastian  
Chief Executive Officer  
April 2026