



Job Description Form

Position Details

Position Title: Senior Employee Relations Consultant	Position Number: DBCA3101823	Level: 6
Division: Science, Strategy and Governance	Branch: People and Culture	Section: Employee Relations and Planning
Employment Agreement: PSA 1992 / PSCA 2024	Location: Kensington	Effective Date: 28 April 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title Manager Employee Relations and Planning	Level/Grade 7	⇐	Position title Workforce Development Consultant	Level 5
			Training and Workforce Development Consultant	5
Responsible to			Senior Employee Relations Consultant x 3	6
This position				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
NIL		

About the Role

Manages departmental employee and industrial relations matters on behalf of the Manager, Employee Relations and Planning by providing strategic advice and advocacy in relation to the management of industrial matters and external complaints including providing high-level advice and consultancy on the interpretation of awards, agreements and legislation.

Provides advice to all staff regarding performance and discipline in accordance with policies, guidelines, operational procedures and undertakes investigations relating to discipline or performance matters.

Negotiates with unions and employees on workplace and industrial relations matters and, in the development, and implementation of departmental industrial instruments.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities:

Advisory Service

1. Provides strategic, timely advice and advocacy to all levels of the Department regarding the management and application of industrial matters and external complaints across the Department.
2. Prepares Ministerial correspondence and responses to parliamentary questions, reports and briefings.
3. Builds and maintains effective working relationships with internal and external stakeholders.

Managing Employee Conduct and Performance

4. Provides advice to all staff on matters relating to performance and discipline in accordance with internal policies and the *Public Sector Management Act 1994*.
5. Manages externally reportable misconduct matters, discipline matters, and disputes in a complex environment.
6. Liaises with unions and employees on employee relations matters relating to discipline or performance matters.

Policy, Research and Negotiation

7. Identifies, evaluates and implements industrial and employee relations initiatives and strategies to manage complex and high-risk workforce issues.
8. Undertakes complex research and analysis and recommends options/opportunities to meet organisational needs and achieve successful labour relations outcomes.
9. Develops policies and practices ensuring consistent application of these across the Department.
10. Researches, prepares, communicates and participates in the negotiation of departmental industrial instruments and considers the operational, financial, and legislative implications for the Department and broader public sector when negotiating improved employment conditions and workplace flexibilities.

Training and Development

11. Ensures the development of staff through the design and delivery of training, presentations, and information sessions to all levels of staff on a range of employee relations matters, as required.

Other

12. Undertakes other duties as directed.

Selection Criteria

Applicants should address the following four criteria in no more than 2 pages in total.

1. Considerable knowledge and understanding of human resources, employee relations and industrial relations issues within a public sector environment.
2. Considerable experience in providing consulting, advisory and support services to stakeholders on complex industrial and employee relations matters.
3. Considerable experience in the interpretation and application of employment legislation, awards, agreements, policy and procedures.
4. High level verbal, written and interpersonal communication skills including consultancy and negotiation skills.

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The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:


5. Case management experience in the areas of serious and minor misconduct, investigation and discipline matters, grievances, sub-standard performance and employee complaints.
6. The ability to manage multiple competing tasks and prioritise, to meet deadlines.
7. A current WA Driver's Licence.
8. A degree qualification in a discipline relevant to human resource management or evidence of progress toward the successful completion of a degree. (DESIRABLE)
9. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (DESIRABLE).

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#)

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .
Current WA Driver's Licence or equivalent (only specify yes if a driver's licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 28 April 2026