



## 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 5
<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 an Industrial Relations team in providing advice, support and training to Principals and line managers, including Award and Agreement interpretation, industrial relations and performance management issues relevant to key stakeholders.
- Operate with limited autonomy, while receiving broad direction and instruction from the Manager Industrial Relations, in undertaking research and analysis, reporting on issues, and making recommendations to achieve successful industrial relations outcomes.
- In consultation with the Manager Industrial Relations, develop responses to Ministerial correspondence and parliamentary questions, reports and briefings on a range of industrial and complaint based matters in a timely and accurate manner.
- Assist in the development and delivery of training resources and programs on a range of employee relations, performance management and related topics.
- Assist in representation on behalf of the Department before various industrial relations tribunals and other relevant forums on industrial relations and related issues.
- Contribute to the development, implementation and review of industrial relations policy and procedures.

## Selection criteria

1. Demonstrated understanding of human resource and Industrial Relations legislation, frameworks and current issues and the ability to apply that knowledge in an organisational context.
2. Demonstrated well developed interpersonal skills including the ability to work in a team environment and to consult and liaise effectively with internal and external stakeholders.
3. Demonstrated well developed written and verbal communication skills including experience in the preparation of investigation reports and responses to other forms of correspondence.
4. Demonstrated well developed project coordination and organisational skills, including the ability to identify priorities and meet deadlines.
5. Demonstrated ability to develop and deliver training programs.

## 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 19 March 2026  
Reference D26/0227822