



Job Description

Principal Labour Relations Advisor Level 7

Position Number:	00030004	FTE:	1.0
Directorate:	Corporate	Branch:	Human Resources
Location:	Osborne Park	Position Status:	Permanent
Agreement/Award:	<i>Public Service Award 1992</i> <i>Public Sector CSA Agreement 2024 or as replaced</i>		

Reporting Relationships

Reports to:

Assistant Director Training Sector Labour Relations, Level 8

Other officers reporting to the above office:

Senior Labour Relations Advisor, Level 6 x 2

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

The Principal Labour Relations Advisor assists the Assistant Director to supervise and coordinate the activities of the Labour Relations team to ensure provision of advice, services and industrial representation and advocacy for the public sector training sector. This position also assists in the achievement of strategic workplace and labour relations reform in accordance with Departmental and TAFE College objectives. This position is also required to represent, promote, protect and negotiate the intention and interests of the Department and Colleges at a senior level in both the State and Federal industrial relations arena.

Key Responsibilities

- Contributes to the achievement of strategic workplace and labour relations reform in accordance with Departmental and TAFE College objectives.
 - Assists the Assistant Director with the professional development of individuals and the team as a whole.
 - Represents, promotes, protects and negotiates the intentions and interests of the Department and Colleges at a senior level in both the State and Federal industrial relations arenas.
 - Supervises and coordinates the activities of the Labour Relations team to ensure provision of advice, services and industrial representation and advocacy for the public sector training sector.
 - Represents the Department and/or Colleges before industrial and administrative tribunals, on committees, working parties and at other forums on labour relations issues.
 - Contributes to the business and strategic planning activities of the Branch.
 - Assists with the development, implementation and review of training sector policies and procedures.
 - Provides specialist labour relations advice and consultancy to senior officers of the Department and Colleges.
 - Identify, monitor and provide advice on trends within labour relations and workplace reform and their impact on the Department and Colleges is provided to senior management.
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Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Personal Leadership** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians. You complete your work to a high standard and ensure information is accurate. You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
 - **Think through complexity** - You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations.
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- **Dynamically sense the environment** - You seek to understand expectations and problems by listening actively and asking clarifying questions. You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You adapt your communications style and language depending on your target audience, negotiating confidently and respectfully.
- **Deliver on high leverage areas** - You respond openly to directed changes. You explore new methods and approaches to your work. You display personal resilience to overcome obstacles and challenges, seeking support from your manager when necessary.
- **Build capability** - You actively contribute to the development of your team's capability, ensuring you support your team members. You are approachable and receptive to all members of your team. You recognise your role in and contribution to creating a healthy culture in your team environment.
- **Embody the spirit of public service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities. You show empathy and compassion, integrity and humility. You role model respect for the spirit of service, and encourage and support your peers to consistently behave in line with the ethics of the sector.
- **Lead adaptively** - You acknowledge the importance of understanding yourself and your work preferences, exploring your strengths, weaknesses and potential blind spots with your manager. You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.

Selection Criteria

Essential

- Competence in supervising and working as part of a team including the ability to mentor and provide professional guidance.
- Excellent interpersonal, verbal and written communication skills including the ability to provide strategic advice on complex labour relations matters including to the Minister, Managing Directors, senior managers and employees.
- Highly developed negotiation skills including the ability to resolve complex labour relations disputes and work directly with College Managing Directors, senior managers, industrial organisations, central Government agencies and employees.
- Demonstrated ability to perform industrial advocacy and represent the Department and Colleges on committees, network groups and other forums.
- High level knowledge of labour relations legislation and government labour relations policies and processes.

Other Requirements

- May be required to work from any Department worksite.

Values

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Branch Director:

Name: Michelle McArthur

Position: Assistant Director Human Resources

Delegated Authority:

Name: Ross Davenport

Position: A/Director Human Resources

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