

JOB ROLE STATEMENT

PRINCIPAL INDUSTRIAL RELATIONS CONSULTANT LEVEL 7

DIRECTORATE HUMAN RESOURCES
BRANCH COMMUNITIES OF EXPERTISE

POSITION NO P0061760

KEY RESPONSIBILITIES

Responsible for providing a specialist industrial relations advisory service to achieve workplace and industrial relations reform in accordance with Main Roads objectives. Develop and implement employee relations policies and programs in line with corporate objectives.

KEY DELIVERIES

Industrial Relations Specialist Services

- Provide a specialist industrial relations service, including: development, application and implementation of industrial relations policies, strategies and plans; negotiation and resolution of claims and disputes and advocacy in complex industrial relations proceedings.
- Provide expert advice on complex industrial relations matters including industrial agreements, disciplinary, staff performance and grievance issues.
- Manage complex industrial relations processes relevant to disciplinary, staff performance and grievance issues including the dissemination of related information and the actioning of matters to achieve resolution.
- Provide advice to the Executive Director Human Resources and other senior management staff on industrial relations initiatives, risks and issues.
- Develop, present and implement Main Roads industrial relations strategy and plans with a strong emphasis on proactive and innovative options and approaches to achieve Main Roads objectives.
- Anticipate scenarios and plan for future changes impacting upon Main Roads.
- Manage significant projects that have a strong industrial relations emphasis.
- Maintain and facilitate an awareness of industrial relations trends, initiatives and government industrial relations policy changes which may impact or be useful to the management of industrial relations within Main Roads.
- Provide assistance in developing the capabilities of the Employee Relations team members in regard to industrial relations matters.
- Contribute to the formulation and performance management of team, branch and directorate strategies, policies and plans.

Stakeholder Relationships

- Consult and negotiate with State and Federal Government agencies, employer and employee associations on industrial relations matters including management and implementation of workplace reform and enterprise bargaining.
- Represent Main Roads on industrial relations matters at internal and external forums.
- Build and enhance working relationships with internal and external stakeholders.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
MANAGER HR COMMUNITIES OF EXPERTISE

LEVEL 8

POSITION NO
P0062703

PRINCIPAL INDUSTRIAL RELATIONS CONSULTANT LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

SELECTION CRITERIA

ESSENTIAL:

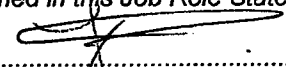
- Comprehensive skill, knowledge and experience in:
 - strategic industrial relations management with emphasis on delivering industrial relations outcomes that meet organisational objectives
 - contemporary industrial relations, including development, implementation, improvement and practice in a large organisation
 - policy review, formulation and implementation
 - building and enhancing stakeholder relationships
 - provision of customer focused service
 - negotiation, conciliation and advocacy
- Knowledge and understanding of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:


- A Degree in Commerce (Industrial Relations) or other relevant discipline.

CERTIFICATION


1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 6/1/17
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 6/1/17
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 6/1/17
MANAGER HR BUSINESS