

# Department of the Registrar

Western Australian Industrial Relations Commission



**Position Title: Associate to Commissioner Emmanuel**

**Classification: Level 3**

**Position Number: (Ministerial) 01600008**

**Location: Perth CBD**

**Division/Group: Commission Support**

**Supervises: nil**

**Branch/Section:**

**Reports to: Commissioner Emmanuel**

**Reviewed Date: 28 June 2017**

## **Operational Context:**

The Associate provides support to the Commissioner in meeting the obligations and responsibilities of the Industrial Relations Act 1979 and other relevant legislation.

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## **Role Overview**

Act as personal confidential assistant to the Commissioner. Arrange hearings, conferences and itineraries. Liaise with individual parties, employer and employee organisations and representatives to proceedings before the Commission. Undertake research as directed and oversee case management. Draft documents as required and manage the Commission member's Chambers.

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## **What are the key role responsibilities?**

*(The following outlines the key responsibilities and duties related to this position)*

- Organise, attend and assist in hearings and conferences including taking notes and summarising proceedings; and liaising with parties about procedural matters
- Maintain physical and electronic Chambers files and diary
- Arrange travel
- Undertake proofreading
- Undertake research
- Prepare correspondence and templates/documents
- Assist other Chambers when required
- Other duties as required by the Commissioner

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## **What are the corporate responsibilities?**

*(The following outlines departmental responsibilities.)*

The position requires the occupant to commit to upholding the principles of department and public sector policies regarding occupational health and safety, diversity and equity, the code of conduct and the public-sector code of ethics.

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## **Position Criteria - Essential**

*(The following outlines what experience and qualifications are required to fulfil this role).*

**ESSENTIAL:**

- Ability to maintain confidentiality, exercise sound judgment and be discreet
- High level written, interpersonal and oral communication skills
- Ability to work cooperatively with others and deal professionally with a wide range of people
- Strong administrative and organisational skills, including the ability to prioritise work
- High level attention to detail including proofreading
- Ability to undertake research, including legal research
- Ability to work without supervision and under pressure
- Ability to travel away from home at short notice, attend work at short notice and outside of normal hours
- Current 'C' class drivers licence

**DESIRABLE:**

- Tertiary qualification in relevant discipline or deemed equivalent
- Understanding of court or tribunal systems and procedures
- Understanding of the industrial relations system, including knowledge of the procedures and functions of the Western Australian Industrial Relations Commission
- Computer literacy and intermediate word processing skills

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***What are the Job reporting relationships?***

This position reports to: Commissioner Emmanuel

Positions reporting to this Job: nil

**COMMISSIONER**

SIGNATURE



DATE

28 June 2017

**CHIEF COMMISSIONER**

SIGNATURE



DATE

28 June 2017