



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Central Office		Position No:	615329
Division:	Workforce	Title:	Industrial Relations Consultant
Branch:	Industrial Relations	Classification:	HSO Level G7
Section:		Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Executive Director Business Services
	Classification:	HSO Class 2
	Position No:	608050
↑		
Responsible To	Title:	Director Industrial Relations
	Classification:	HSO Level G12
	Position No:	615326
↑		
This position	Title:	Industrial Relations Consultant
	Classification:	HSO Level G7
	Position No:	615329
↑		

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
Principal Employee Relations Consultant HSO G9
Employee Relations Consultant HSO G6
Industrial Relations Consultant HSO G6
Principal Industrial Relations Consultant HSO G9

Positions under direct supervision:	← Other positions under control:								
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Section 3 – KEY RESPONSIBILITIES

Provides a consultancy service and representation on industrial and workplace relations matters specific to WA Country Health (WACHS), whilst ensuring a consistent approach across the WA health system. Participates in the development and implementation of WACHS industrial relations strategies.

WA Country Health Service – Central Office
15 November 2017
REGISTERED

TITLE	Industrial Relations Consultant	POSITION NO	615329
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do
 Safe, high quality services and information at all times
 Care closer to home where safe and viable.
 Evidence based services
 Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

WA Country Health Service – Central Office 15 November 2017 REGISTERED

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Provides advice on matters relating to the correct application and interpretation of the WA health system industrial agreements, regulatory employment and industrial relations policy frameworks and related legislation.		
2.	Provides a consultancy, advisory and representation service to management in relation to organisational change, industrial relations and related workforce management matters and dispute resolution.		
3.	Contributes to the development and implementation of strategies to manage WACHS industrial relations and related workforce management issues.		
4.	Provides specialist support, assistance and training to human resource practitioners in relation to industrial relations matters.		
5.	Researches, reviews and develops initiatives supporting WACHS workplace reform/organisational change.		
6.	Investigates industrial claims relating to conditions of employment and where applicable negotiates settlement.		
7.	Negotiates with unions and employees on industrial relations matters and dispute resolution matters.		
8.	Represents the employer in matters before relevant industrial tribunals.		
9.	Develops and maintains effective working relationships with clients and the wider WACHS industrial relations and human resource network.		
10	Undertakes other duties as directed.		

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Well-developed communication (written and verbal) and interpersonal skills.
2. Demonstrated experience in the provision of industrial relations and human resource management services.
3. Well-developed negotiation skills.
4. Well-developed conceptual, analytical and problem solving skills.
5. Demonstrated capacity to develop effective working relationships and collaborate with others.

HIGHLY DESIRABLE

1. Experience in the provision of advocacy and representation before relevant industrial tribunals.

Special Note: Applicants with limited experience in advocacy and representation before relevant industrial tribunals who otherwise meet the selection criteria are encouraged to apply. Training and the opportunity to acquire advocacy and representation experience will be provided.

DESIRABLE

1. Relevant tertiary qualifications.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Perth	Accommodation	
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Employee

Signature and Date: ____/____/____
Chief Executive

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

