



Job Description

Position Title:	<i>Executive Director Public Sector Labour Relations</i>	Classification:	<i>Class 1</i>
Position Number:	<i>MIS17127</i>	Location:	<i>Perth</i>
Division/Group:	<i>Safety Regulation</i>	Supervises:	<i>4</i>
Branch/Section:	<i>Public Sector Labour Relations</i>	Reports to:	<i>Deputy Director General</i>

Operational Context

The Public Sector Labour Relations Division (PSLR) is established within the Safety Regulation Group. As provided for under Premier's Circular 2017/03, PSLR is responsible for the coordination and governance of labour relations matters across the Western Australian public sector.

Role Overview

The Executive Director leads and directs the operations of the Public Sector Labour Relations Division, provides the Minister, Director General and the Corporate Executive with advice on the operations of the division and public sector labour relations reform. The position coordinates and manages the development, formulation and implementation of the Government's public sector labour relations policies with particular reference to the Public Sector Government Wages Policy. This role is also responsible for providing professional leadership by actively promoting strategies, policies and systems that provide strategic direction for the division.

Role Responsibilities

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

- Lead and direct the operations of the Public Sector Labour Relations Division to ensure outcomes identified in the department's Strategic Plan and ongoing reform initiatives are achieved.
- Contribute to the ongoing strategic development and management of the department ensuring the achievement and monitoring of departmental objectives.
- Lead the coordination, governance and consistent management of labour relations in the Western Australia public sector.
- Develop and implement labour relations policies and strategies for the public sector, including the Public Sector Government Wages Policy.
- Provide strategic advice and analysis to the Minister, Director General and Corporate Executive on current and emerging developments in labour relations reform.
- Represent the Government in all bargaining that involves cross public sector agency negotiations and determine the appropriate level of the division's involvement in single agency negotiations.
- Contribute to the development and implementation of corporate policies and procedures including the achievement of Equal Employment Opportunity and Diversity outcomes.
- Ensure effective management of risks across the division and compliance with applicable laws, regulations, standards and 'best practice'.
- Provides professional leadership, emphasising the importance of staff development to maximise staff wellbeing and career development opportunities.
- Formulate short to long-term strategic and operational plans and related outcomes and efficiently and effectively allocate and use resources within the division to achieve outcomes.
- Represent the State Government, the Minister and public sector agencies on public sector and public interest labour relations issues in various forums and tribunals.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Responsible for the achievement of corporate objectives through effective management and by focusing a work group on stakeholder needs.
- Builds productive working relationships with community stakeholders to ensure effective community engagement,

- provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
 - Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational Safety and Health Act 1984.

What is required in this role?

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

- Extensive experience in providing high level advice and analysis on current and emerging developments in public sector labour relations reform and in the development, formulation and implementation of the Government's public sector labour relations policies.
- Demonstrated leadership and management experience to enable the achievements of agreed performance outcomes as identified in the Department's Strategic Plan.
- Superior stakeholder management communication skills and experience in engaging teams to drive organisational change.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

Shapes and manages strategy

- Inspires a sense of purpose and direction.
- Focuses strategically.
- Harnesses information and opportunities.
- Shows judgement, intelligence and common sense.

Achieves results

- Builds organisational skill and responsiveness.
- Marshals professional expertise.
- Steers and implements change and deals with uncertainty.
- Delivers intended results.

Builds productive relationships

- Nurtures internal and external relationships.
- Facilitates cooperation and partnerships.
- Values individual differences and diversity.
- Guides, coaches and develops people.

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity.
- Engages with risk and shows personal courage.
- Commits to action.
- Display resilience.
- Demonstrate self awareness and a commitment to personal development.

Communicates and influences effectively

- Communicates clearly.
- Listens, understands and adapts to audience.
- Negotiates persuasively.

What are the Job reporting relationships?

This position reports to: Deputy Director General

Supervisor Position No: MIS17122 Classification: BAND3

Positions reporting to this Job:

Business Support Officer - (00016393)	L3
Principal Labour Relations Advisor - (00016424)	L8
Director Public Sector Labour Relations - (MIS17128)	L9
Director Public Sector Labour Relations - (MIS17129)	L9

What are the pre-employment requirements for this Job?

- This position has been identified with a potential for Conflict of Interest

- National Police Clearance

Approved Date

27-FEB-2019