



PRINCIPAL INDUSTRIAL RELATIONS CONSULTANT

Position Number: 002327 - Level: 7

ANZSCO: 223113

JOB DESCRIPTION FORM

THE ROLE

Reporting to the Manager Workforce Services, this role will lead and provide a comprehensive consultancy industrial relations service, including the provision of advice and coaching of managers on complex industrial relations matters.

They will also contribute towards the research and development of policies and procedures and related resources and participate in and/or lead industrial negotiations and represent the Department in proceedings before the Western Australian Industrial Relations Commission.

REPORTING RELATIONSHIPS

ORG STRUCTURE:

CORPORATE SERVICES

HUMAN RESOURCES

WORKFORCE SERVICES

THIS ROLE REPORTS TO:

Manager Workforce Services

Level: 8

POSITION THAT REPORT TO THIS ROLE:

Nil

ABOUT US

As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

MANAGEMENT AND LEADERSHIP

- Provide specialist advice and support to the Corporate Executive Group, line managers and employees on industrial relations issues including the interpretation and application of awards, agreements, policies and other relevant legislation.
- Monitor and advise executive managers of trends in the industrial relations landscape and their impact on DFES.
- Provide leadership and guidance to Human Resource Team in relation to complex industrial relations and workforce management issues.
- Lead and coordinate the development and implementation of initiatives and projects related to industrial relations.
- Evaluates and reports on the effectiveness of industrial relations strategies and practices to ensure compliance with corporate and divisional objectives.
- Develop, review and implement industrial relations policies and procedures.

NEGOTIATION, CONSULTATION

- Represent DFES before employment related Tribunals/Commissions on complex human resources issues.
- Develop, negotiate and administer agreements and awards on behalf of DFES.
- Research, analyse and make recommendations to relevant agencies on the Department's requirements leading up to industrial negotiations.
- Research, analyse and make recommendations regarding complex industrial relations matters in the areas of industrial disputes, awards and agreements.
- Negotiate employment matters with employees and unions.
- Advise managers on amendments to awards, agreements, policies and other relevant legislation.

PROJECT MANAGEMENT

- Manage and lead project teams undertaking significant agency wide human resource relevant projects to investigate human resource issues and develop and implement organisational initiatives.
- Develop business cases, project plans, implementation strategies and processes for the management of all projects undertaken.
- Provide a comprehensive consultancy service to senior management on organisational restructuring and job design, including change management and redeployment.

STAKEHOLDER RELATIONSHIPS

- Build and maintains collaborative relationships with key stakeholders including Executive Directors, Deputy Commissioners, Assistant Commissioners, other Senior Operations staff and Managers.
- Negotiate, consult and influence at a high level on progressing the implementation of human resource projects and initiatives.
- Represent the Department in external/internal forums, working groups and committees.

OTHER

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL

1. Demonstrate significant experience in written and verbal communication, interpersonal and negotiation skills, including representation before employment related Tribunals / Commissions.
2. Substantial experience in the provision of industrial relations consultancy services.
3. Highly developed conceptual and critical thinking skills, with the ability to thoroughly research and analyse issues and ideas, develop practical solutions to problems and provide strategic industrial relations advice to senior management.
4. Demonstrated experience applying legislation relevant to industrial relations and human resource management in an organisational context.
5. Demonstrated experience in leading and managing complex industrial relations related projects.

DESIRABLE

1. Possession of or progression towards a relevant tertiary qualification.

POSITION INFORMATION

LOCATION: 20 Stockton Bend, COCKBURN, WA 6163

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work outside of normal business hours to assist with emergencies.

CERTIFICATION

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

Authorised and signed by:

A/MANAGER WORKFORCE SERVICES

DIRECTOR HUMAN RESOURCES

Name: CONRAD DALAIS

Name: NANCY APPLEBY

Signature: _____

Signature: _____

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name: SUSAN BERKIN

HR Consultant Position: A/SENIOR CONSULTANT WORKFORCE MANAGEMENT

HR Consultant Signature: _____