



Job Description

Position Title:	<i>Labour Relations Advisor</i>	Classification:	<i>Level 3</i>
Position Number:	<i>MIS19055</i>	Location:	<i>Perth</i>
Division/Group:	<i>Safety Regulation</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Public Sector Labour Relations Team 2</i>	Reports to:	<i>Director Public Sector Labour Relations</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

This position is part of the Aboriginal Employment Program (AEP). Under direction, this position will undertake a range of tasks related to the development, implementation and ongoing monitoring of labour relations strategies, policies and workplace practices - placing particular emphasis on framework and reform, bargaining, and employer support.

Role Responsibilities

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

- Carries out designated research, policy and project activities to support business objectives, both individually and as part of a team.
- Builds on relevant experience with corporate knowledge, and applies professional expertise to support and enhance business activities.
- Collaborates with internal and external stakeholders to provide and receive information as required.
- Develops a sound understanding, knowledge and experience of the operations of the Public Sector Labour Relations and other agencies.
- Drafts correspondence including reports, briefing papers, internal memos, ministerials and industrial agreements.
- Actively participates in on-the-job learning and training activities.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- 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)

This position is part of the Aboriginal Employment Program (AEP) and is aligned to our Aboriginal Employment Strategy and Diversity and Inclusion Plan. This program is a diversity initiative to increase the workforce representation of Aboriginal and Torres Strait Islander people at DMIRS.

- Confirmation of Aboriginality
- Ability to find information and undertake research, analyse and make evidence-based recommendations.
- Ability to clearly explain information using language appropriate to the audience.

- Experience or background in employment relations would be an advantage.
- Tertiary qualification in any relevant field, or progress towards one, would be an advantage.

Capabilities Required

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

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Clearly explains information using language appropriate to the audience.
- Discusses issues thoughtfully and constructively.

What are the Job reporting relationships?

This position reports to: Director Public Sector Labour Relations

Supervisor Position No: MIS17129 Classification: L9

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- National Police Clearance

Approved Date

18-OCT-2019