



## Job Description

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<b>Position Title:</b>	<i>Business Coordinator</i>	<b>Classification:</b>	<i>Level 5</i>
<b>Position Number:</b>	<i>MIS19068</i>	<b>Location:</b>	<i>Perth</i>
<b>Division/Group:</b>	<i>Safety Regulation</i>	<b>Supervises:</b>	<i>0</i>
<b>Branch/Section:</b>	<i>Public Sector Labour Relations</i>	<b>Reports to:</b>	<i>Executive Director Public Sector Labour Relations</i>

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### 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 role manages the provision of an effective business support service for the Division, ensuring compliance with Departmental and Government policies and procedures and contributing directly to divisional objectives.

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### Role Responsibilities

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

- Provides executive support to the PSLR leadership group.
- Undertakes research and implement complex and sensitive projects on behalf of the Executive Director.
- Maintains an understanding of policies, legislative frameworks, reporting structures and systems that affect PSLR, together with an awareness of key stakeholders and agencies.
- Uses judgement to assess urgent, often unique, problems and anticipates emerging issues, identifying and directing appropriate responses; prepares supporting material required to address contentious matters
- Develops, reviews and implements administrative policies, guidelines and procedures to ensure continuous improvement in all aspects of service delivery
- Coordinates strategic and business plans and assists with performance monitoring.
- Coordinates staffing activities including workforce planning, recruitment, development, performance, transfers, secondments, and cessations
- Assists with projects and conducts research and analysis into business service matters.
- Takes responsibility for allocation of Ministerial correspondence, briefing notes, Cabinet Submissions and Parliamentary Questions, and collates responses from the appropriate senior Divisional advisers.
- Develops and maintains positive relationships with all stakeholders including undertaking continuous liaison with the Office of the Director General, executive members across Government and public sector agencies.
- Supports, coaches and oversees the tasks and functions of the business support officer.

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### 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.

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### What is required in this role?

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

- Demonstrated experience in a business support role with the ability to use sound judgement to assess and coordinate contentious matters.
- Demonstrated interest in industrial relations would be highly regarded.

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### ***Capabilities Required***

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

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Identifies and initiates effective and productive engagement and communication with internal and external stakeholders.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.
- Understands strategic objectives, trends and factors that may influence work plans and goals.

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

This position reports to: Executive Director Public Sector Labour Relations

Supervisor Position No: MIS17127      Classification: CL1

#### **Positions reporting to this Job:**

This position has no direct reports

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### ***What are the pre-employment requirements for this Job?***

- National Police Clearance

#### **Approved Date**

04-OCT-2019