



## Lead Labour Relations Advisor - Level 8 (MIS19065)

<b>Group:</b>	Safety Regulation	<b>Location:</b>	Perth
<b>Division/Directorate:</b>	Public Sector Labour Relations	<b>Supervises:</b>	0
<b>Branch:</b>	Public Sector Labour Relations	<b>Reports to:</b>	Director Public Sector Labour Relations
<b>Section:</b>	NA		

### 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

You represent the Minister for Industrial Relations and the Executive Director Public Sector Labour Relations in 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)

- Identify, monitor, and analyse complex labour relations issues and developments that have a significant impact on public sector and/or government outcomes.
- Provide verbal and written advice to Government and other public sector stakeholders on the application and impact of legislation; public sector awards and agreements; government policies, procedures and guidelines; and operational practices.
- Lead project teams.
- Develop strategic policy options and recommendations to facilitate the achievement of complex government workforce objectives that have a significant impact on public sector and/or government outcomes.
- Develop and implement strategies to address public sector labour relations issues.
- Facilitate the prevention and resolution of complex public sector labour relations disputes that have a significant impact on the public sector and/or government outcomes.
- Represent the Government and public sector employers in tribunals and other forums.
- Lead the development of public sector industrial instruments (e.g. awards, industrial agreements) via consultation, preparation of documents, representation, negotiations, and advocacy.
- Consult and liaise with stakeholders in various forums.
- Mentor and coach other team members.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
- 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.
- Performs other roles/tasks 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.

### Role specific requirements

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

- Significant experience in providing strategic advice on complex workforce issues.
- Extensive knowledge of employment regulatory frameworks and demonstrated experience in their practical application.
- Extensive experience in policy design and/or implementation.
- Demonstrated experience in leading high-profile negotiations with multiple stakeholder interests.

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### **Capabilities Required**

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

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Fosters teamwork and rewards cooperative and collaborative behaviour. Resolves conflict using appropriate strategies.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Takes responsibility for meeting objectives and progressing work. Commits to ensure goals are achieved.
- Translates the strategy into operational goals and creates a shared sense of purpose within the business unit.
- Seeks to understand the audience and tailors communication style and message accordingly.

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### **This position reports to:**

Director Public Sector Labour Relations

Position No: MIS17128      Classification: L9

### **Positions reporting to this Role:**

This position has no direct reports

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### ***Pre-employment requirements and further assessments that may be undertaken***

- 'C' Class Drivers Licence
- National Police Clearance

### **Approved Date**

08-JAN-2020