



**HSS REGISTERED**

**Director Industrial Relations**  
**Health Salaried Officers Agreement: Level G12**  
**Position Number: 008007**  
**Workforce Directorate**  
**North Metropolitan Health Service**

**Reporting Relationships**

Executive Director Business and Performance  
HES Grade C – Corporate  
Position Number: 007998



Area Director Workforce  
HES Grade A - Corporate  
Position Number: 000782



**This Position**



- ← Also reporting to this supervisor:
- Director HR, HSO G12, 2.0 FTE
  - Director OSH, MP, 1.0 FTE
  - Manager Workforce Planning, HSO G11, 1.0 FTE
  - Snr Project Officer, HSO G8, 1.0 FTE
  - Snr HR Consultant - Classifications & Projects, HSO G7, 1.0 FTE
  - Workforce Support Officer, HSO G5, 1.0 FTE
  - HR Officer, HSO G4, 1.0 FTE

Directly reporting to this position:		
Title	Classification	FTE
Principal IR Consultant	HSO G9	2.0
IR Consultant	HSO G7	2.0

Other positions under control

- n/a

**Prime Function / Key Responsibilities:**

Leads the North Metropolitan Health Service (NMHS) Industrial Relations team. Provides a robust industrial relations consultancy service to the whole of the organisation. Ensures the service is aligned and compliant with NMHS strategic directions and consistent with the System Manager industrial relations function and regulatory and policy frameworks, public sector policies and relevant legislation. Provides strategic and timely advice on industrial relations management matters to management and other stakeholders.

## **Brief Summary of Duties**

### **1. Leadership and Management**

- 1.1 Leads the NMHS Industrial Relations team and provides a robust industrial relations consultancy service to the Health Service.
- 1.2 Provides leadership and support to the NMHS Industrial Relations team to develop industrial advocacy and representation skills.
- 1.3 Ensures the Industrial Relations service is aligned and compliant with NMHS strategic directions and consistent with the System Manager industrial relations function and regulatory and policy frameworks, public sector policies and relevant legislation.
- 1.4 Establishes and maintains effective working relationships with senior leadership teams, operational managers, the System Manager and other stakeholders to promote the effective implementation and management of sound industrial relations strategies and procedures across NMHS.
- 1.5 Provides strategic and timely advice on industrial relations matters.
- 1.6 Participates in the industrial relations analysis and reporting for NMHS and contributes to the wider WA Health industrial relations policy and strategy development and implementation.
- 1.7 Contributes to the strategic development of workforce planning and business plans through maintaining an awareness of best practice, trends and issues concerning the core functions of industrial relations services and NMHS as a whole.
- 1.8 Leads and participates in cross-functional project teams within and external to the NMHS to develop and deliver improved services and systems.

### **2. Representation and Advisory Services**

- 2.1 Ensures the delivery of a high quality industrial relations representation and advisory service to all NMHS stakeholders and ensures local industrial relations practices are consistent with the Systems Manager industrial relations function and regulatory and policy frameworks, public sector policies and relevant legislation.
- 2.2 Manages the representation of employment law and industrial relations matters before the relevant tribunals.
- 2.3 Identifies, informs and assists with the management of system-wide industrial relations matters which may involve industrial risk.

### **3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision.
- 3.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 3.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **4. Undertakes other duties as directed.**

**Work Related Requirements**

**Essential Selection Criteria**

1. Extensive experience in the delivery and management of industrial relations services and/or human resource services at a senior level in a complex organisational environment.
2. Highly developed interpersonal, consultation and negotiation skills and a demonstrated ability to influence people in the achievement of objectives. This includes the proven ability to provide contextually appropriate, objective and impartial advice in an industrial relations context.
3. Extensive experience in managing the delivery of industrial representation and advisory services consistent with stakeholder needs and organisational objectives in a timely manner.
4. Highly developed analytical, conceptual and problem solving skills with a proven ability to provide innovative solutions to complex issues in a contemporary industrial relations context.
5. Highly developed written and verbal communication skills.
6. The ability to work constructively and collegially as a member of a management team and the capacity to establish collaborative relationships and networks both within and external to the organisation.
7. Comprehensive understanding of contemporary workforce issues and trends and experience in workforce change management.
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

**Desirable Selection Criteria**

1. Tertiary and post graduate qualifications in industrial relations, human resource management, law or a related discipline would be highly regarded.
2. Extensive knowledge of contemporary industrial relations and human resource management practices in a public sector environment.
3. Knowledge of the legislative and regulatory framework governing the application of merit, equity and probity principles in public sector employment.

**Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

**Certification**

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

**Manager/Supervisor**

Name:  
Signature/HE:  
Date:

**Dept./Division Head**

Name:  
Signature:  
Date:

**Position Occupant**

Name:  
Signature:  
Date: