



HSS REGISTERED

## Industrial Relations Consultant

**Health Salaried Officers Agreement: G-7**

Position Number: CG008011

Workforce Directorate

North Metropolitan Health Service

### Reporting Relationships

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



Title: Director Industrial Relations  
Award Level: HSO Level G-12  
Position Number: CG008007



**This Position**



Also reporting to this supervisor:

- Principal Industrial Relations Consultant HSO G-9, 2.0 FTE
- Industrial Relations Consultant HSO G-7, 1.0 FTE

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- Nil

### Prime Function / Key Responsibilities

Provides high quality industrial and workplace relations consultancy, advisory and representation services specific to North Metropolitan Health Service (NMHS), whilst ensuring a consistent approach across the WA health system. Participates in the development and implementation of NMHS industrial relations strategies.

## **Brief Summary of Duties**

### **1. Industrial Relations Consultancy**

- 1.1 Provides advice on matters relating to the correct application and interpretation of the WA health system industrial agreements, regulatory employment and industrial relations policy frameworks and related legislation.
- 1.2 Provides a consultancy, advisory and representation service to management in relation to organisational change, industrial relations and related workforce management matters and dispute resolution.
- 1.3 Contributes to the development and implementation of strategies to manage NMHS industrial relations and related workforce management issues.
- 1.4 Provides specialist support, assistance and training to human resource practitioners in relation to industrial relations matters.
- 1.5 Researches, reviews and develops initiatives supporting NMHS workplace reform/organisational change.
- 1.6 Investigates industrial claims relating to conditions of employment and where applicable negotiates settlement.
- 1.7 Negotiates with unions and employees on industrial relations matters and dispute resolution matters.
- 1.8 Represents the employer in matters before relevant industrial tribunals.
- 1.9 Develops and maintains effective working relationships with internal and external stakeholders.

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

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

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

**Work Related Requirements**

**Essential Selection Criteria**

1. Demonstrated experience or relevant qualifications and demonstrated ability in the provision of industrial relations and/or human resource management services.
2. Well-developed communication (written and verbal) and interpersonal skills.
3. Well developed negotiation skills.
4. Comprehensive knowledge and understanding of the legislative and regulatory frameworks governing public sector employment.
5. Well-developed conceptual, analytical and problem-solving skills.
6. Demonstrated capacity to develop effective working relationships and collaborate with others.
7. Demonstrated change management experience and the ability to operate in a complex, challenging and diverse employment environment.

**Desirable Selection Criteria**

1. Experience in the provision of advocacy and representation before relevant industrial tribunals is highly desirable.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Appointment Prerequisites**

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- 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/HE:  
Date:

**Position Occupant**

Name:  
Signature/HE:  
Date:

Last Updated On: January 2021

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