

# JOB ROLE STATEMENT

## EMPLOYEE RELATIONS CONSULTANT LEVEL 5

DIRECTORATE HUMAN RESOURCES  
BRANCH COMMUNITIES OF EXPERTISE POSITION NO P0062753 / P0062754 / P0062824

### KEY RESPONSIBILITIES

Provide a proficient Employee Relations (ER) consultancy service.

### KEY DELIVERIES

#### Employee Relations

- Provide a proficient ER consultancy service to Senior and Executive Management on matters relating to the management of ER strategies, planning, negotiation and resolution of claims and disputes.
- Provide proficient advice to the Executive Director HR, other Executive Directors and other Senior Management staff on options to resolve workplace relations issues and problems, and mitigate a risk of referrals to Industrial Tribunals.
- Maintain awareness of ER risks across Main Roads to initiate early interventions before issues and problems become irreconcilable.
- Participate in ER proceeding at Industrial Tribunals referred to by the Unions and employees, if required.
- Develop and manage a library of guidelines, documents and templates to assist the Senior Managers and Directors in managing ER issues and problems at their branch and directorate level.
- Provide proficient advice to Branch Managers and Directors on the management of discrete and sensitive issues including advice on performance management matters.
- Perform discrete and sensitive ER investigations referred to Employee Relations Section.
- Perform research and analysis of ER legislative issues.

#### Strategy Implementation and Planning

- Under direction of the Manager HR Communities of Expertise, implement ER strategy and plans with a strong emphasis on proactive and innovative options and approaches to enable Main Roads achieve its business objectives.
- Participate in ER scenario planning and the preparation of appropriate responses to approaching changes that could impact ER at Main Roads.
- Participate in the development of ER strategy and plans.

#### Management

- Manage project teams, external consultants and contractors.

#### Stakeholder Relationships

- Professionally collaborate with team members and with other HR Branches and directorates across Main Roads.
- Liaise with external agencies for up-to-date knowledge and understanding of Government policy and programs affecting Main Roads.
- Participate on internal and external forums with regards to employee relations matters.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
PRINCIPAL INDUSTRIAL RELATIONS CONSULTANT	LEVEL 7 P0061760

## EMPLOYEE RELATIONS CONSULTANT LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY Salaried, Wages	NUMBER
TOTAL			

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
  - contemporary employee relations with emphasis on delivering employee relations outcomes in a large and complex organisation
  - providing advice and solutions to management, employees and unions including in conflict situations over employee relations matters
  - interpretation of Industrial Awards, Agreements, Legislation and other regulatory instruments
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships
- Knowledge and understanding of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Human Resource Management.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE MBasham DATE 23/03/21  
BRANCH/SECTION HEAD

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

SIGNATURE [Signature] DATE 23/3/21  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
MANAGER HR BUSINESS