



HSS REGISTERED

Principal Industrial Relations Consultant

Health Salaried Officers Agreement: G-9

Position Number: CG008008

Workforce Directorate

North Metropolitan Health Service

Reporting Relationships

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



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



This Position



Also reporting to this supervisor:

- Industrial Relations Consultant HSO G-7, 2.0 FTE
- Principal Industrial Relations Consultant HSO G-9, 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 relations and workplace relations consultancy, advisory and representation services including carriage of high-risk and complex matters. Ensures the service is aligned and compliant with North Metropolitan Health Service (NMHS) strategic directions and consistent with whole of health regulatory and policy frameworks, public sector policies and relevant legislation. Provides industrial advice and oversight of complex and high-risk industrial relations matters and projects at a whole of NMHS level. Mentors and develops other staff within the NMHS IR Service.

Brief Summary of Duties

1. Industrial Relations Consultancy

- 1.1 Provides a strategic and tactical consultancy, advisory and representation service to management on complex human resource and industrial relations matters and assists in the development and implementation of strategies towards dispute resolution.
- 1.2 Supervises ad-hoc work-teams and oversees complex and high risk industrial relations projects at a whole of NMHS level, including leading negotiations for site specific flexibility agreements.
- 1.3 Provides a leadership, support and developmental role to other staff within the NMHS IR Service.
- 1.4 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.
- 1.5 Develops and implements IR strategies to manage high risk workforce management issues including organisational change, dispute avoidance and resolution.
- 1.6 Represents the employer in complex industrial matters before relevant industrial tribunals.
- 1.7 Provides specialist support, assistance and training to human resource practitioners in relation to industrial relations matters.

2. NMHS Governance, Safety and Quality Requirements

- 2.1 Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision
- 2.2 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.3 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.4 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. Significant experience in the provision of industrial relations consultancy services in a complex organisation.
2. Highly developed knowledge of employment law and experience in industrial relations practice.
3. Demonstrated ability to manage complex and high-risk industrial relations matters and projects at an organisational level.
4. Highly developed conceptual, analytical and problem-solving skills.
5. Highly developed communication skills (written and verbal), including a demonstrated capacity to provide briefings and submissions on significant and complex industrial relations matters.
6. Demonstrated capacity to provide leadership in a team environment.
7. Highly developed negotiation and influencing skills.
8. Demonstrated capacity to develop effective working relationships and collaborate with internal and external stakeholders.

Desirable Selection Criteria

1. Significant experience in the provision of advocacy and representation before relevant industrial tribunals is highly desirable.
2. Tertiary qualifications in IR, HRM or other relevant discipline would be highly regarded.
3. Knowledge and understanding of the legislative and regulatory framework governing the application of merit, equity and probity principles in public sector employment.
4. 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

Dept./Division Head

Position Occupant

Name:
Signature/HE:
Date:

Name:
Signature/HE:
Date:

Name:
Signature/HE:
Date: