



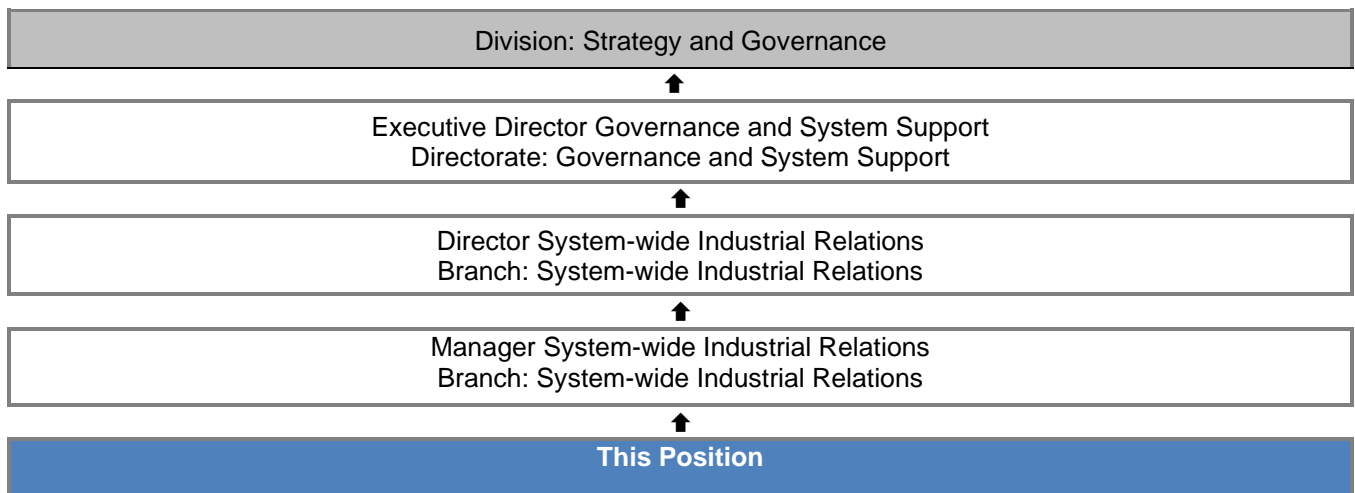
## POSITION DESCRIPTION

<b>Position Numbers</b>	00014179, 00013941, 00013690
<b>Position Title</b>	Industrial Relations Consultant
<b>Classification</b>	PSO L6
<b>Division</b>	Strategy and Governance
<b>Directorate</b>	Governance and System Support
<b>Branch</b>	System-wide Industrial Relations
<b>Position Status</b>	Permanent
<b>Award</b>	Public Service and Government Officers General Agreement
<b>Site Location</b>	East Perth

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Collaboration; Openness, Respect, Empowerment

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

Provides high quality industrial and workplace relations consultancy, advisory and representation services to the System Manager and within an allocated portfolio to ensure consistent application of WA health system-wide industrial relations instruments, regulatory policy frameworks, public sector policies and related legislation. Contributes to the development and implementation of strategies to manage complex and high-risk health workforce issues and disputes aligned with the System Manager's strategic direction. Assists in the negotiation of WA health system-wide industrial instruments on behalf of the System Manager.

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

1. Provides a high quality consultancy, advisory and representation service to the System Manager, Health Service Providers and relevant internal and external stakeholders on complex workplace and industrial relations matters and assists in the development and implementation of strategies towards dispute resolution.
2. Contributes to the management of WA health system-wide industrial relations matters on behalf of the System Manager.
3. Researches, reviews and contributes to the development and implementation of initiatives and strategies supporting System Manager Workplace reform, organisational change and WA health system-wide high risk workplace and industrial relations issues.
4. Provides direction to the System Manager, Health Service Providers and relevant internal and external stakeholders on matters relating to the correct application and interpretation of the WA health system-wide industrial instruments, regulatory employment and industrial relations policy frameworks, public sector policies and related legislation.
5. Negotiates with unions and employees on workplace and industrial relations matters and participates in the negotiations of WA health system-wide industrial instruments.
6. Represents the System Manager and Health Service Providers in matters before relevant industrial tribunals.
7. Provides specialist support, assistance and training to Health Service Provider workplace relations and industrial relations practitioners in relation to system-wide industrial relations matters.
8. Develops and maintains effective working relationships with internal and external stakeholders.
9. Undertakes other duties as directed.

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in the provision of industrial relations and/or workplace relations consultancy services.
2. Sound knowledge of contemporary workplace relations and industrial relations practice.
3. Well-developed conceptual, analytical and problem solving skills.
4. Well-developed communication skills (written and verbal) and interpersonal skills.
5. Well-developed negotiation skills.
6. Demonstrated capacity to develop effective working relationships and collaborate with others.

### Desirable Selection Criteria

#### Highly Desirable

1. Experience in the provision of advocacy and representation before relevant industrial tribunals.

*Special Note: Applicants with limited experience in advocacy and representation before relevant industrial tribunals who otherwise meet the selection criteria are encouraged to apply. Training and the opportunity to acquire advocacy and representation experience will be provided.*

#### Desirable

1. Relevant tertiary qualifications.
2. Knowledge and understanding of the legislative and regulatory framework governing the application of merit, equity and probity principles in public sector employment.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

#### Appointment Factors

- Successful 100 point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity check.

**CERTIFICATION**

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

<b>Manager/Supervisor</b>	<b>Director/Division Head</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: