



Labour Relations Adviser - Level 3 (00017147)

Group:	Safety Regulation	Location:	1 Adelaide Terrace
Division/Directorate:	Government Sector Labour Relations	Supervises:	0
Branch:	Government Sector Labour Relations	Reports to:	Director Government Sector Labour Relations
Section:	NA		

Operational Context

The Government Sector Labour Relations Division (GSLR) is established within the Safety Regulation Group. As provided for under Premier's Circular 2017/03, GSLR is responsible for the coordination and governance of labour relations matters across the Western Australian public sector.

Role Overview

Under direction you represent the Minister for Industrial Relations and the Executive Director Government Sector Labour Relations in the development, implementation and ongoing monitoring of labour relations strategies, policies and workplace practices - placing particular emphasis on framework and reform, bargaining, and employer support.

Role Responsibilities

(The following outlines the key responsibilities and duties related to this position)

- Identify, monitor, and analyse labour relations issues and developments under direction.
- Provide verbal and written advice to Government and other public sector stakeholders on the application and impact of legislation; public sector awards and agreements; government policies, procedures and guidelines; and operational practices.
- Contribute to the development of strategic policy options and recommendations to facilitate the achievement of government workforce objectives.
- Develop and implement strategies to address public sector labour relations issues.
- Under direction:
 - facilitate the prevention and resolution of public sector labour relations dispute;
 - represent the Government and public sector employers in tribunals and other forums;
 - contribute to the development of public sector industrial instruments (e.g. awards, industrial agreements) via consultation, preparation of documents, representation, negotiations, and advocacy.
- Consult and liaise with stakeholders in various forums.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.

Role specific requirements

(The following outlines what experience and qualifications are required to fulfil this role)

- Experience in identifying, researching and analysing problems to develop effective practical solutions.
- Ability to interpret legislation.

Capabilities Required

(The following outlines the behaviours required to be demonstrated to perform this role)

- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Clearly explains information using language appropriate to the audience.
- Discusses issues thoughtfully and constructively.

This position reports to:

Director Government Sector Labour Relations

Position No: MIS17128 Classification: L9

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

(The following outlines pre-employment assessments and ongoing conditions and requirements)

- National Police Check
- C or C-A Drivers Licence or capability for independent travel

Approved Date

Unapproved Record