



## Manager, Labour Relations Employee Relations

<b>Position number</b>	00026771
<b>Agreement</b>	Public Sector CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, Employee Relations (Level 9)
<b>Direct reports</b>	Principal Labour Relations Advisor x3.67 FTE (Level 7) Senior Labour Relations Advisor x5.5 FTE (Level 6) Senior Equity Advisor (Level 6) Labour Relations Advisor (Level 5) Labour Relations Officer (Level 4) Graduate Labour Relations Officer (Level 3)

### Context

The Labour Relations Branch of the Employee Relations Directorate is part of the Workforce Division of the [Department](#) and is responsible for ensuring that industrial instruments and legislative frameworks are complied with and that employees are supported in a range of discrete human resource matters. The Employee Relations Directorate is made up of two branches: Labour Relations and Employee Support Bureau.

The Labour Relations Branch provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters. The Branch operates in a complex industrial environment and is responsible for ensuring policies and practices in the Department are developed and consistently applied, workplace flexibility within legislative and economic constraints is implemented; and strategic, operational, industrial and complaint management advice, advocacy and negotiation services are provided to all central and regional offices and schools.

### Key responsibilities

- Strategically leads, manages and supports a team of labour relations officers to:
  - develop labour relations policies, procedures, practices and operational guidelines;
  - deliver specialist advice to the Department and other key stakeholders;
  - represent the Minister and the Department at senior level before industrial, Equal Opportunity Commission, Australian Human Rights Commission and administrative tribunals and at other forums;
  - manage and coordinate the resolution of industrial disputes and claims; referred grievances and equal employment/human rights matters across all areas within the Education portfolio;

- manage the relationship with the State School Teachers' Union of WA (SSTUWA), the Principals' Federation of Western Australia, the Community and Public Sector Union / Civil Service Association (CPSU/CSA) and the United Workers Union regarding school, regional and central office industrial and equal employment matters;
- manage the human resource requirements of the section; and
- undertake strategic and complex projects.
- Provide high level advice, data and information to the Director and other key stakeholders, including the development of strategic options, operational policies and procedures to improve the delivery of labour relations services for the Directorate and to support the delivery of departmental outcomes.
- Develop, promote and manage the implementation of practices that support productive labour relations, improved employment conditions and workplace flexibility within legislative and economic constraints, including the development and negotiation of industrial instruments.
- Oversee the development and implementation of a strategic framework/approach for the management and coordination of disputes, equal employment issues and other industrial matters for application by subordinate staff in the performance of their duties.
- Monitor and review the application of the framework and develop and modify this as appropriate to ensure an ongoing delivery of a high quality and up to date service.
- Is responsible for the development and implementation of arrangements to provide support for, and build the capacity of regional and school-based officers to manage labour relations matters.
- Work closely with the Director and other key staff to ensure the initiatives and objectives of the Directorate's Operational Plan and Department requirements are met.
- Monitor and manage staff leave entitlements to ensure reasonable leave balances in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Selection criteria**

1. Demonstrated substantial knowledge of and experience in labour relations legislation and whole of government labour relations policies and processes.
2. Demonstrated high-level skills and experience in managing complex industrial relations matters.
3. Highly developed leadership and team management skills that demonstrate an ability to coordinate and deliver strategic labour relations outcomes.
4. Demonstrated high-level skills and experience in labour relations policy analysis, development and research.
5. Demonstrated highly developed written and verbal communications skills with experience in providing quality advice on complex matters and trends in labour relations/human resources to internal and external stakeholders.
6. Demonstrated high-level negotiation and consultation skills and experience in establishing networks and liaising effectively with officers at all levels.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy

- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date 17 November 2022  
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