

EMPLOYEE RELATIONS ADVISOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

| TITLE and LEVEL | POSITION No | CATEGORY | NUMBER |
|-----------------|-------------|-----------------|--------|
| | | Salaried, Wages | |
| TOTAL | | | |

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

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - contemporary employee relations or industrial relations with an emphasis on delivering satisfactory organisational outcomes
 - providing advice and options to management, employees and unions for resolving employee relations issues in the workplace including in conflict situations
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
- Knowledge and understanding of:
 - interpretation of Industrial Awards, Agreements, Legislation and other regulatory instruments
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian ‘C-A’ 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 M. Bastian DATE 27/02/23
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 A. R. Wilby DATE 31/3/23
EXECUTIVE DIRECTOR

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

SIGNATURE _____ DATE _____
MANAGER HR BUSINESS

JOB ROLE STATEMENT

EMPLOYEE RELATIONS ADVISOR LEVEL 5

DIRECTORATE
BRANCH

HUMAN RESOURCES
COMMUNITIES OF EXPERTISE

POSITION NO VARIOUS

KEY RESPONSIBILITIES

Provide a proficient Employee Relations (ER) and Industrial Relations (IR) advisory service to managers and employees in order to resolve workplace matters.

KEY DELIVERIES

Employee Relations/Industrial Relations

- Provide a proficient ER/IR advisory service to managers and employees on matters relating to the implementation of corporate policies and ER/IR strategies, planning, negotiation and resolution of claims and disputes.
- Provide advisory service to managers on options for resolving ER/IR issues and problems in the workplace.
- Provide advisory service to branch managers and executive directors on industrial agreements and entitlements and the management of discrete and sensitive ER/IR issues including advice on disciplinary, grievance and staff performance management matters.
- Maintain awareness of ER/IR risks across Main Roads to initiate early interventions before issues and problems become irreconcilable and lead to adverse outcomes.
- Case management of employee relations matters, with a focus on resolution and effective management within relevant procedures while ensuring procedural fairness for parties involved.
- Provide specialist support in negotiations with unions and employees on workplace and industrial relations matters and in negotiations of Main Roads industrial instruments.
- Develop and manage a library of guidelines, documents and templates to assist senior managers and directors in managing ER/IR issues and problems.
- Perform research and analysis of ER/IR legislative issues.
- Facilitate the implementation of ER/IR strategy and plans with a strong emphasis on proactive and innovative options and approaches to enable Main Roads to achieve its business objectives.
- Provide specialist support 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.

Stakeholder Relationships

- Build and maintain collaboration and trust with managers and employees in resolving ER/IR matters and issues.
- Build and enhance collaborative working relations 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

| | | | |
|---|----|---------|-------------|
| PRINCIPAL EMPLOYEE RELATIONS CONSULTANT | OR | LEVEL 7 | POSITION NO |
| PRINCIPAL INDUSTRIAL RELATIONS CONSULTANT | | LEVEL 7 | VARIOUS |
| | | | VARIOUS |