

Graduate Labour Relations Officer

Employee Relations

Position number	00012922
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 3
Reports to	Director, Employee Relations (Level 9)
Direct reports	Nil

Context

The Employee Relations Directorate 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 Directorate is made up of two branches: Labour Relations and the Employee Support Bureau. It provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide support and assistance to the Director and managers on a range of industrial and employee relations matters.
- Interpret and apply industrial instruments, communicating recommendations and preparing a wide range of documents and correspondence.
- Carry out designated research, policy and project objectives unsupervised and as part of a team.
- Provide input into the strategic direction of employee relations and contribute to the development, implementation and review of policy and procedure.
- In consultation with senior staff, prepare correspondence in relation to industrial/employee relations matters, including briefing notes, Ministerial correspondence, responses to parliamentary questions and memorandums.
- Provide accurate advice and information to principals and managers on industrial/employee relations matters.
- Establish and maintain effective working relationships and collaborate with internal and external stakeholders to provide and receive information as required.

Selection criteria

1. Demonstrated sound oral, written presentation and interpersonal communication skills. This includes experience in consulting effectively with others, the ability to manage conflict and influence others.
2. Demonstrated sound research, conceptual and analytical skills with the ability to make evidence based recommendations.
3. Demonstrated initiative and sound organisational skills including the ability to effectively multi task, prioritise, meet deadlines and work effectively within a team environment.

Eligibility and training requirements

Employees will be required to:

- hold a tertiary degree relevant to labour relations
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 26 August 2019
Reference D19/0031698