



Labour Relations Officer

Labour Relations

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Manager, Labour Relations (Level 8)
Direct reports	Nil

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

- Provide industrial relations advice, support and information to Principals and other managers, including interpretation and application of industrial instruments; performance management and substandard performance processes; and other industrial relations issues relevant to the Department.
- Assist in negotiation and advocacy processes, when required.
- Provide support to the Branch's senior labour relations staff.
- Undertake research and project work, report on emerging trends and issues and make recommendations to achieve successful outcomes.
- Assist in the preparation of Ministerial correspondence.
- Develop and improve client relations and contribute to the business and planning activities of the Labour Relations Branch and the wider Directorate.
- Contribute to the achievement of projects and objectives within the Directorate and the development, implementation and review of policy and related issues

Selection criteria

1. Demonstrated knowledge of, and ability to, interpret and explain awards, agreements, industrial legislation and policies.
2. Demonstrated sound research and analytical skills with an ability to provide innovative thinking in problem solving.
3. Demonstrated knowledge of State labour relations systems, legislation, policies and practices and ability to represent the Department before the relevant industrial tribunals.
4. Demonstrated well developed written and verbal communication skills, including the ability to consult and liaise effectively with individuals at all levels both within and between organisations.
5. Demonstrated well developed interpersonal skills with the ability to work effectively and constructively in a team environment.

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 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 3 February 2022
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