



Labour Relations Adviser - Level 3 (MIS19078)

Group:	Corporate Services and Labour Relations	Location:	Mineral House - East Perth
Division/Directorate:	Government Sector Labour Relations	Supervises:	0
Branch:	Government Sector Labour Relations	Reports to:	Director Government Sector Labour Relations
Section:	NA		

Operational Context

Government Sector Labour Relations (GSLR) is part of the DEMIRS Corporate Services and Labour Relations Group. It is responsible for coordinating employment matters across the public sector, focused on shaping a workforce that delivers for the WA community.

Role Overview

With guidance, graduate's carry out a range of functions during rotational placements within GSLR and other WA public sector agencies before taking a permanent position in their respective agency.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

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

- Carries out designated research, policy and project activities to support business objectives, both individually and as part of a team.
- 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.
- Develops a sound understanding, knowledge and experience of the operations of GSLR and other agencies.
- Drafts correspondence including reports, briefing notes, internal memos, ministerials and industrial agreements.
- Actively participates in on-the-job learning and training activities.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- 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.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- An undergraduate degree or postgraduate qualification relevant to Industrial Relations, Employee Relations, Human

Resource Management, or similar completed in the last two years or by the end of this calendar year.

- Ability to find information and undertake research, analyse and make evidence-based recommendations.
- Ability to clearly explain information using language appropriate to the audience.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
- **Think Through Complexity** - You are solutions focused and seek guidance to explore the likelihood of your intended outcome.
- **Dynamically Sense The Environment** - You listen to and understand the needs of others in your work environment.
- **Deliver on High Leverage Areas** - You persevere with your work tasks, displaying tenacity to see tasks through to completion.
- **Build Capability** - You are approachable and receptive to all members of your team.
- **Embody The Spirit of Public Service** - You complete your work practices in accordance with the policies and procedures of your work area, seeking clarification and guidance as necessary.
- **Lead Adaptively** - You participate in learning opportunities, reflect on your learnings and, with appropriate support, actively implement them.

This position reports to:

Director Government Sector Labour Relations
Position No: MIS17129 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:

- Nationally Coordinated Criminal History Check
- C or C-A Drivers Licence or capability for independent travel

Approved Date

07-JAN-2025