

Senior Labour Relations Advisor

Labour Relations

Position number	Generic
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager Labour Relations (Level 8)
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 Employee Support Bureau. The Directorate provides strategic and operational advice to the Minister, Director General, school leaders and line managers on a range of employee relations matters.

The Labour Relations Branch operates in a complex human resources and industrial environment and is responsible for ensuring policies and practices in the Department are developed and consistently applied, improved employment conditions and workplace flexibility within legislative and economic constraints; and the provision of strategic, operational, industrial and complaint management advice, advocacy and negotiation in relation to all central and regional offices and schools.

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Key responsibilities

- Work with a Labour Relations team in providing high-level advice, training, support and information, including Award and Agreement interpretation, employment, industrial relations and performance management issues relevant to key stakeholders.
- Operate with some autonomy, while receiving broad direction and instruction from the Manager Labour Relations, in undertaking complex research and analysis, reporting on issues, and making recommendations to achieve successful labour relations outcomes.
- Develop responses to Ministerial correspondence and parliamentary questions, reports and briefings in consultation with the Manager Labour Relations Advisor.
- Represent the Department before various industrial relations and other relevant forums on labour relations and related issues.

- Provide input into the development, implementation and review of labour relations policy and procedures.

Selection criteria

1. Demonstrated well developed knowledge of and experience with human resources and Labour Relations legislation, frameworks and current issues and the ability to apply that knowledge to an organisational context.
2. Demonstrated highly developed research, analytical and problem solving skills with an ability to work as part of a team to achieve outcomes and recommend appropriate resolution strategies.
3. Demonstrated highly developed interpersonal, written and verbal communication skills, including the ability to consult and liaise effectively with internal and external stakeholders.
4. Demonstrated ability to negotiate and advocate outcomes.

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 9 December 2019
Reference D19/0554872