



## Labour Relations Advisor

### Labour Relations

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager, Labour Relations (Level 8)
<b>Direct reports</b>	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 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

- Works with a Labour Relations team in providing advice, support and training to Principals and line managers, including Award and Agreement interpretation, industrial relations and performance management issues relevant to key stakeholders.
- Operate with limited autonomy, while receiving broad direction and instruction from the Manager Labour Relations, in undertaking research and analysis, reporting on issues, and making recommendations to achieve successful labour relations outcomes.
- In consultation with the Manager Labour Relations, develop responses to Ministerial correspondence and parliamentary questions, reports and briefings on a range of industrial and complaint based matters in a timely and accurate manner.

- Assist in the development and delivery of training resources and programs on a range of employee relations, performance management and related topics.
- Assist in representation on behalf of the Department before various industrial relations tribunals and other relevant forums on labour relations and related issues.
- Contribute to the development, implementation and review of labour relations policy and procedures.

### **Selection criteria**

1. Demonstrated understanding of human resource and Labour Relations legislation, frameworks and current issues and the ability to apply that knowledge in an organisational context.
2. Demonstrated well developed interpersonal skills including the ability to work in a team environment and to consult and liaise effectively with internal and external stakeholders.
3. Demonstrated well developed written and verbal communication skills including experience in the preparation of investigation reports and responses to other forms of correspondence.
4. Demonstrated well developed project coordination and organisational skills, including the ability to identify priorities and meet deadlines.
5. Demonstrated ability to develop and deliver training programs.

### **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            13 December 2019  
Reference    D19/0575871