



## POSITION DESCRIPTION

**Job title:** Senior Industrial Relations Adviser  
**Department:** Industrial Relations  
**Reporting to:** Industrial Relations Manager  
**Date revised:** August 2011

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### **Objective of role:**

This position involves the delivery of high quality industrial relations advice and assistance to members and working closely with the Industrial Relations Manager to assist in the implementation of systems and plans aimed at maximising the efficient delivery of the services provided by the Industrial Relations Department of the Association, as well as exploring the potential for growth in the department

### **Key responsibilities and accountabilities:**

- Advising members on their legal responsibilities under relevant legislation and applicable industrial instruments in relation to Industrial Relations, Workers Compensation, and Work, Health and Safety
- Drafting and reviewing employment related documentations for members, including but not limited to, employment contracts, policies, and employment correspondence
- In consultation with the Industrial Relations Manager, representing and advocating on behalf of individual members on IR matters involving the Fair Work Ombudsman and in relevant Tribunals such as Fair Work Australia, and working with the Industrial Relations Manager to advocate on behalf of industry
- In consultation with the Industrial Relations Manager, representing and advocating on behalf of the industry on Work Health and Safety matters
- Reviewing, implementing and managing internal systems designed to maximise workflow and efficient delivery of advisory services to members
- Working with the Industrial Relations Manager to develop strategies and put forward ideas aimed at meeting and improving upon the current and future needs of members
- In consultation with the Industrial Relations Manager, providing strategic industrial relations advice to members on complicated IR matters which may also involve undertaking research

- Attending forums, meetings and field days assisting the Industrial Relations Manager to develop and maintain strong relationships with industry stakeholders
- Assisting the Industrial Relations Manager on the development of internal and external submissions, papers and other presentations
- Supervising and training industrial relations staff to ensure their capability to deliver basic advice and information to members and to answer inquiries, as well as working with the Industrial Relations Manager to identify and address training and educational needs for the IR department
- Assisting the Industrial Relations Manager to ensure that the Industrial Association is compliant with the Fair Work (Registered Organisations) Act 2009
- Taking responsibility and a lead role in undertaking tasks and delivering on projects connected with preparation and publication of industrial relations information to be made available to members via wage circulars, guides and through the industrial website
- Delivering seminars to colleagues and members in consultation with the Industrial Relations Manager and also undertaking strategic training initiatives
- In consultation with the Industrial Relations Manager, reviewing, updating and producing marketing materials to highlight Industrial Relations internal and external presence

**Key measures:**

- Evidence that the industrial relations advice provided to members is of a high quality, delivered in a timely manner, meeting the needs of members and the objectives set for the IR department
- Evidence of taking lead roles on projects and tasks connected with the industrial relations services to assist in their timely and effective delivery
- Evidence that the work and performance of the Senior Industrial Relations Adviser has contributed to the delivery of initiatives and furthered the successful implementation of the business plan for the IR department
- Taking initiative and evidence that the IR department continues to run effectively in circumstances where the Industrial Relations Manager may be unable to attend to a particular matter, where that matter is within the skill and capability of the employee

**Qualifications, knowledge, skills and experience:**

- Strong background and experience as an industrial relations adviser
- Demonstrated capability to interpret industrial instruments and employment related legislation including, but not limited to, the Fair Work Act, Work Health and Safety Act, and Workers Compensation Act
- Practical knowledge and insight into the issues affecting employers and the way in which those issues interact with compliance

- Tertiary qualifications in industrial relations or employment law or a related field
- High level interpersonal and communication skills
- High level ability to deal with industrial relations and employment related matters
- High attention to detail and solid drafting skills
- Ability to train and mentor more junior staff