

POSITION DESCRIPTION

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

Objective of role:

This position involves the provision of industrial relations advice and assistance to members and working closely with colleagues in the IR Department to ensure that accurate, relevant advice and information is delivered to members in a timely and efficient manner. This role also involves the IR team on initiatives and projects aimed at membership growth.

Key responsibilities and accountabilities:

- Advising members of their obligations and responsibilities under relevant legislation and applicable industrial instruments in relation to Industrial Relations, Workers Compensation, and Work, Health and Safety.
- In consultation with the Industrial Relations Manager or Senior Industrial Relations Advisers, drafting and reviewing employment related documentations for members, including but not limited to employment contracts, policies, and employment correspondences.
- Conducting research into industrial relations and employment law related matters and providing assistance to colleagues on industrial relations matters in which they are involved.
- Working with the Senior Industrial Relations Advisers to represent and advocate on behalf of individual members on industrial relations 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.
- Assisting the IR team to implement and manage internal systems designed to maximise workflow and efficient delivery of advisory services to members.
- Assisting the IR team to develop strategies and put forward ideas aimed at meeting and improving upon the current and future needs of members.
- As directed, attend forums, meetings and field days, assisting the Industrial Relations Manager to develop and maintain strong relationships with industry stakeholders.
- In consultation with the Industrial Relations Manager and Senior Industrial Relations Adviser, reviewing, updating and assisting in the production of marketing materials to highlight Industrial Relations internal and external presence.
- Performing duties as directed by the Industrial Relations Manager or his/her delegate where applicable.
- Assist to maintain the industrial relations website.

Key measures:

- Evidence that the industrial relations advice provided to members is of a high quality, delivered in a timely manner and meets the needs of members.
- Evidence of making a contribution to the IR team on projects and tasks connected with the industrial relations services, and to assist in their timely and effective delivery.
- Evidence that the work and performance of the Industrial Relations Adviser as a member of the IR team has positively contributed to the delivery of initiatives and furthered the successful implementation of the business plan for the IR Department.
- Evidence that the technical and professional skills of the Industrial Relations Adviser has grown as a result of actively engaging in training and education initiatives, implemented by the Industrial Relations Manager with the assistance of the Senior Industrial Relations Adviser.

Qualifications, knowledge, skills and experience:

- Enthusiasm and a willingness to learn
- Strong communication and interpersonal skills and ability to impart information and advice on technical matters
- Experience or demonstrable capacity to interpret industrial instruments and employment related legislation including, but not limited to, the Fair Work Act
- Strong research skills and computer literacy
- Tertiary qualifications in industrial relations or employment law or a related field
- High level interpersonal and communication skills
- High level writing skills
- High attention to detail