



## POSITION DESCRIPTION



July 2022

# Senior Consultant Industrial Relations

## About Us

TasTAFE is Tasmania's largest provider of vocational education and training. With a focus on practical, real-life learning, we work closely with industry to produce job-ready and highly valued graduates. We stay connected with business and industry in Tasmania and we work hard to ensure the vocational education and training students receive is industry-relevant and provide real industry skills that are highly valued by employers.

We believe very strongly in our values and strive to deliver training that prepares our students to take up employment for the first time, gain a promotion or change careers, as well as meet industry demand and enable Tasmanians to gain the skills and qualifications they need for the state's workforce and the community to succeed and prosper.

## Our Values

**CONNECTED:** We work collaboratively to create outcomes that are meaningful and responsive.

**RESPONSIBLE:** We take pride in honouring our promises and exceeding expectations by being transparent in our decision-making and stand by our actions.

**ASPIRATIONAL:** We are open to new ideas and creatively seek solutions that encourage us to do our best for our learners, industry and community.

**RESPECTFUL:** We are attentive, listen to others and consider all points of view in our planning and decision-making and our actions.

**INCLUSIVE:** We embrace diversity and equity and understand how inclusivity enriches all that we do.

**SUSTAINABLE:** We are committed to more sustainable business practices to reduce TasTAFE's impact on the environment.

## The Role

This role provides significant specialised support and high level assistance to the Industrial Relations Manager and managers across the organisation in relation to industrial relations

matters, Enterprise Agreement negotiations, misconduct and disciplinary matters. The role also assists with the interpretation of employment legislation, relevant industrial instruments, Awards, Agreements and internal policies and procedures to assist managers and employees to understand and adhere to TasTAFE's employment framework. A key responsibility is the maintenance of an accurate, up to date human resource delegation's framework.

## Key Responsibilities

1. Provide high level assistance and support in relation to industrial relations matters, Enterprise Agreement negotiations, misconduct and disciplinary matters, including undertaking research, interpretation of employment legislation, and providing advice and recommendations at all levels.
2. Represent TasTAFE at Tribunals, Commissions and other forums, as directed.
3. Draft and prepare correspondence including letters, reports, and other documents as required, maintaining records and databases as necessary.
4. Assist with the development, implementation and maintenance of Human Resources policies, procedures, and associated guidelines and templates.
5. Maintain TasTAFE's Human Resources Delegations framework, ensuring delegations are in accordance with legislative requirements, are updated as required and remain current.
6. Undertake research and analysis for various projects and initiatives, providing data, information, advice and recommendations, as directed.
7. The occupant of this position can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## About you

1. High level knowledge and understanding of contemporary human resource management practices particularly in the areas of industrial relations, negotiating with Unions and representative bodies, misconduct and disciplinary matters, with the ability to undertake research and analysis, and provide advice and recommendations at all levels in the organisation.
2. Demonstrated knowledge and understanding of the processes and procedures that apply at Tribunals, Commissions and other forums with the ability to represent TasTAFE in these environments, as directed.
3. Proven experience of liaising and negotiating with Unions and representative bodies over industrial relations issues and enterprise bargaining.

4. Demonstrated knowledge and experience of maintaining a delegations framework, ensuring all delegations are compliant with legislative requirements.
5. Highly effective verbal, written and interpersonal communication skills with the ability to work both independently and as part of a team, work constructively with others, persuade and influence, and provide clear and authoritative advice and recommendations particularly when explaining complex information to others.
6. Proven ability to use initiative, judgement, negotiation, conceptual and analytical skills with the ability to be creative, and flexible with an organized, methodical approach to planning and undertaking the duties of the role.

## Requirements

### ESSENTIAL REQUIREMENTS

- Current Registration to work with vulnerable people in Tasmania.
- Up to date with vaccination against COVID-19 or have an approved exemption

### DESIRABLE REQUIREMENTS

- A relevant tertiary qualification.

<b>Team/Section</b>	Industrial Relations
<b>Supervisor</b>	Industrial Relations Manager
<b>Award/Agreement</b>	Educational Services (Post Secondary Education) Award 2020
<b>Classification</b>	Grade 4 Point 3
<b>Employment Conditions</b>	Ongoing, full/part-time time, 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	Statewide
<b>Approved</b>	