

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Industrial Relations Consultant
Position Number:	511368, 520664
Classification:	General Stream Band 6
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Human Resources – Industrial Relations
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Principal Advisor - Industrial Relations
Effective Date:	November 2018
Check Type:	Annulled
Check Frequency:	Pre-employment
Desirable Requirements:	Satisfactory completion of an appropriate course of study from a recognised tertiary institution

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

The Industrial Relations (IR) Consultant provides high-level industrial and employee relations consultancy and advisory services to managers and Human Resources (HR) staff within the Department of Health (DoH) in relation to Award negotiations, legislation interpretation and industrial relations policy development and implementation.

Duties:

1. Provide a high-level consultancy service to HR Managers and their staff, and senior management in the Department on industrial and employee relations matters including interpretation of Awards/Agreements and employment legislation.
2. In consultation with the Principal Advisor - IR and relevant stakeholders, manage and coordinate industrial relations activities on behalf of the Department in the context of continuous improvement and HR best practice. This includes negotiation of industrial agreements and award maintenance.
3. Provide advice and high-level support to the Director Human Resources Management and Strategy, HR team members, and DoH Managers on the investigation and resolution of employee complaints, grievances, inability and disciplinary matters, industrial/award disputes and the management of client complaints.
4. Liaise with the Anti-Discrimination Commissioner, Ombudsman, State Service Management Office and other relevant State, Commonwealth and Local Government departments on the handling of incidents and procedures.
5. Ensure the application of best practice in IR, establish and maintain networks with areas, and undertake client and employee complaint handling functions across the Tasmanian State Service, and in other states and the private sector.
6. Contribute to the development, integration and maintenance of employee relations policy, practice, procedures and frameworks throughout the Agency.
7. Research, develop and implement new classification structures and standards in relation to the negotiation/renewal of industrial Awards and Agreements, providing expert advice and consultancy to relevant stakeholders.
8. Manage complex enquiries, prepare correspondence and provide high level advice and analysis in relation to the activities of the Unit, including assisting in the preparation of confidential reports, briefings and recommendations for senior management, the Secretary and/or Minister.
9. Prepare and deliver high-level detailed reports, submissions and other relevant correspondence for both internal and external jurisdiction inquiries and proceedings (e.g. State Service Management Office, Tasmanian Industrial Commission, Anti-Discrimination Commission, Ombudsman and Health Complaints Commission). This includes assisting with developing a strategy to manage each claim and attending conferences/hearings to assist in resolving these matters.
10. Where appropriate, represent the Department in State Service review and investigation proceedings and in external jurisdiction proceedings, such as those conducted by the Anti-Discrimination Commissioner, the Tasmanian Industrial Commission and Ombudsman. Where required, provide information and assistance to the Office of the Director of Public Prosecutions in legal proceedings in the Magistrates and Supreme Courts.
11. Represent the Department on Inter-Agency Committees/Projects.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
13. The incumbent 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.

Key Accountabilities and Responsibilities:

The IR Consultant is responsible to and receives broad direction from the Principal Advisor IR. The occupant will:

- Work with significant autonomy on a day-to-day basis.
- Provide a high level consultancy and advisory service to operational HR Managers and their staff, and senior management in an accurate, authoritative and timely manner within a team of HR and IR practitioners.
- Work effectively as a member of a team and provide leadership, support and direction to other human resource practitioners and managers within the Department to determine the best course of action in managing industrial relations issues.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. High level knowledge and understanding of contemporary human resource management issues, employment legislation and industrial Awards/Agreements as they apply within the Tasmanian State Service context; together with a sound understanding of the principles of procedural fairness and their practical application in a contemporary HR service.
2. Demonstrated skills and experience in providing a high-level IR and HR consultancy service in relation to dealing with complex issues including legislation interpretation, Award negotiation, complaint handling and dispute resolution, within the political, social and organisational environment of Health and Human Services in the public sector.

3. High-level negotiation, advocacy, interpersonal, written and oral communication skills and the ability to work constructively as a member of a strategically focused service delivery team.
4. Management and leadership capability together with strategic, conceptual and analytical skills. The ability to be creative and adaptable in the resolution of issues as well as being able to work autonomously within a dynamic environment that is at times subject to work pressure, competing priorities, ambiguity and change.
5. Well-developed skills and experience in industrial relations-related policy development.
6. Proven experience in projects, planning, evaluation and the implementation of new initiatives.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).