



Position Title	Industrial Relations Advisor
Service Area	People & Culture
Directorate	People & Culture
Reports to	Director or delegate
Classification	Specialist Coordinator
Last Updated	August 2024

ROLE PURPOSE

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Industrial Relations Advisor is accountable for providing professional employment relations and industrial relations (ER/IR) advice to support and guide legislative compliant and best practice people solutions across the organisation.

KEY ACCOUNTABILITIES

FUNCTION SPECIFIC ACCOUNTABILITIES

The Industrial Relations Advisor is accountable for:

- Advising on and applying terms of employment in accordance with Enterprise Agreement, Awards and employment legislation
- In conjunction with the Employment Relations Manager and other relevant members of the ER team, leading and supporting enterprise agreement bargaining, advocacy and negotiations with unions and other external bodies
- Monitoring the industrial and employment relations landscape and providing strategic advice on adherence to maintaining compliance and responding to change
- Assisting the Employment Relations Manager in monitoring conditions of employment and minimising industrial disputes, including building professional relationships with unions
- Maintaining Industrial Relations records and other relevant material
- Ensuring all policies, procedures, and guidelines are current and compliant

LEVEL SPECIFIC ACCOUNTABILITIES

Catholic Ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

Team Contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CSPD

Risk and Compliance

- Contribute and adhere to policies and processes within CSPD
- Identify and report risks and where possible propose appropriate mitigation strategies

REQUIRED STANDARDS

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework				
Standard Group		Standard Name	Expected Level of Proficiency	
Behavioural	Individual	Self-Development / Continuous Learning	S	
		Adaptability	P	
	Interpersonal	Collaboration and Communication	S	
		Responsibility and Ownership	S	
	Analytical	Planning, Organising and Problem Solving	S	
	Leadership	Leadership	Delegation	N/A
			People Development	N/A
Leading a Team			N/A	
Understanding the Organisation's Mission			P	
Strategic Positioning			P	
Technical/Functional	Technical/Functional	Attention to Detail	S	
		Knowledge & Application of Policies, Procedures and Processes	A	
		Knowledge & Application of Industry, Emerging Trends and Good Practice	A	

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

TYPICAL EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Schools Parramatta Diocese (**CSPD**) is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CSPD may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

CSPD is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.