

## Human Resources

### Principal Consultant Workplace Relations – Statement of Duties

#### Objective

Provide broad human resources advice on the development and implementation of workplace relations strategies, projects, policies and plans to assist Departmental outputs effectively manage employment and other staff issues.

#### Duties

1. Coordinate and have carriage of complex industrial matters including implementing Industrial Instruments and undertaking associated projects and policy development.
2. Provide high level advice, and guidance and direction to departmental management on workplace relations and associated issues including:
  - Industrial Awards/Agreements and other related instruments
  - State Service code of conduct processes.
  - Grievances
  - Inability
  - Performance Management
3. Represent the Agency in working groups, forums and projects as required, and in negotiations with unions and employees in the resolution of workplace relations issues, disputes and agreement negotiations.
4. Build and manage effective relationships with key internal and external stakeholders, including senior management, consultative committees, unions and the State Service Management Office, and work collaboratively with stakeholders to resolve workplace relations issues.
5. Undertake research and investigations into complex workplace relations issues and prepare correspondence, reports, formal responses, briefing notes and recommendations as appropriate.
6. Undertake the case management of employee relations matters, including preparing submissions for undertaking advocacy and representing the interests of Department in external forums, including industrial commissions and tribunals, in industrial negotiations and in negotiations with employee organisation representatives.
7. Participate in the development and implementation of policies and strategies which:
  - Support the provision of quality workplace relations services;

- Enhance departmental relations with employee and employee organisations; and
  - Ensure adherence to relevant legislation, employment directions, industrial awards and agreements.
8. Actively participate in and contribute to the organisation's Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
  9. 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.

## Level of responsibility

Accountable for the provision of authoritative advice on a number of HR functions and complex issues and the effective management of assigned tasks.

## Direction and supervision received

This position works with a significant degree of independence in day-to-day activities and receives only limited supervision and guidance from the Assistant Director Workplace Relations. The occupant is expected to develop and achieve standards and objectives within the framework of operational and strategic goals and objectives.

## Selection criteria

1. Demonstrated high level knowledge and understanding of contemporary HR management practices, theories, issues and trends and their application to the department's businesses within the State Service or similar environment.
2. Demonstrated investigative, research and advisory skills, together with a broad understanding of employment principles and the State Service employment framework, or the ability to acquire in a timely manner.
3. High level communication, negotiation and conflict resolution skills, including the demonstrated capacity to influence stakeholders and generate support for solutions on complex issues, represent Department of Justice in industrial negotiations, and undertake advocacy in Tribunals, Commissions and other forums.
4. Demonstrated high-level strategic, conceptual, analytical, judgement and creative skills, including the ability to understand the political, social and organisational environment and to identify priorities and emerging issues.
5. A demonstrated range of self-management and planning skills with an ability to manage projects and to effectively manage assigned human, physical, financial and information resources.
6. Be able to understand and apply the requirements of relevant WHS legislation in your areas of responsibility.

## Essential requirements

- Nil

## Desirable requirements

- Tertiary qualifications in Human Resources, management, law, industrial relations or a related discipline.

## Position Summary

<b>Title</b>	Principal Consultant Workplace Relations
<b>Number</b>	350258
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream, Band 7
<b>Division</b>	Strategy, Governance and Major Projects
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Human Resources
<b>Branch</b>	Workplace Relations
<b>Supervisor</b>	Assistant Director Workplace Relations
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Position category and funding</b>	A069