

Department of State Growth

Statement of Duties

Position Title:	Senior Workplace Relations Consultant
Position number:	005641
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Business Services / People and Culture
Location:	Statewide
Employment status:	Flexible
Supervisor:	Manager Policy and Employment Advisory Services

Position Objective

Provide specialist authoritative advice, recommendations, advocacy and operational delivery of a diverse range of workplace and industrial relations matters, and award/legislative interpretation and case management of complex workplace relations matters.

Advise and assist the Manager Policy and Employment Advisory Services and Director People and Culture in the overall direction of the department's workplace relations and human resources policy functions ensuring matters of potential risk are known with advice provided to ensure effective management.

Major Duties

- Lead, undertake and provide authoritative advice within the legislative framework, to senior management on complex and sensitive workplace relations issues, and prepare high level correspondence, reports, formal responses, briefing notes and recommendations to senior management including the Secretary as appropriate.
- Undertake negotiations with employee organisation representatives in relation to a range of industrial matters and undertake the case management of employee relations matters, including preparing submissions to undertake advocacy and represent the interests of the department in external forums, including industrial commissions and tribunals.
- Undertake and/or coordinate workplace investigations on complex and sensitive employee matters including alleged breaches of the Code of Conduct, formal grievances or employee inability to perform duties.
- Support the development and implementation of strategic and contemporary human resources initiatives relating to workplace relations matters.

- Provide expert advice and support on complex employee related matters outside the Tasmanian State Service employment Awards, Agreements and legislation, including directly to the Executive team of the West Coast Wilderness Railway (WCWR), undertaking the role of key negotiator for the Industrial Agreement and representing the WCWR at external forums including the Fair Work Commission.
- Conduct complex research and analysis on emerging trends in workplace and industrial relations and investigate the potential implications of these for the department's people management approaches and develop solutions in both the State Service and for the WCWR.
- 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 to resolve industrial relations issues.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The role will work under the broad direction of the Manager Policy and Employment Advisory Services and exercises a high degree of autonomy in performing the core functions of the role.

The occupant will:

- provide leadership, support and guidance to the Business Partners by assessing priorities, directing activities, and coaching and mentoring to improve client service delivery and develop capability.
- provide timely and accurate advice which may influence decisions and policies adopted by the department in resolving workplace relations matters.
- consult with the manager and/or Director, People and Culture to agree on appropriate course of action in matters that are complex and have the potential to or present an actual or perceived political or industrial risk for the department.
- be required to stay abreast with contemporary practice human resource management and industrial relations practices as they will rely on their expert knowledge to provide sound authoritative advice.
- exercise considerable professional judgement to ensure that competing and conflicting business priorities are met within agreed timeframes and to the required standard.
- work flexibly and collaboratively across the People and Culture team and broader Business Services Division to meet business needs and deliver an integrated product and/ or service.

Selection Criteria (Knowledge and Skills):

- Demonstrated high level knowledge and experience in providing specialist advice in workplace and industrial relations, employment and policy matters in a complex and diverse environment and proven ability to undertake advocacy in a range of forums.
- Proven high level ability to lead and facilitate programs, projects and people to ensure the effective delivery of agreed outcomes with a client focus, including the ability to

identify emerging issues and provide both strategic and practical solutions and advice which reflects business needs.

- High level stakeholder engagement and interpersonal skills, with the ability to effectively, negotiate, resolve conflict, provide authoritative advice and build relationships at all stakeholder levels.
- Highly developed strategic, analytical, conceptual and reasoning skills with a proven ability to identify relevant issues and priorities and formulate options and appropriate recommendations.
- Highly developed written communication skills, with the ability to communicate effectively across a variety of audiences and produce clear, accurate and concise policies, reports, briefings, correspondence, strategies, and other documentation.
- Demonstrated planning and management skills with the ability to contribute to a positive team environment and achieve results through others in an environment subject to competing priorities, ambiguity and change.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Qualifications in human resources, industrial relations or related field*
- *Investigation qualifications or significant experience in managing complex workplace investigations.*

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)

Developed August 2023